



Spectrum Academy Board of Directors		
Policy: SCHOOL FEES & WAIVERS		
Approved: June 17, 2020	Revised:	Monitoring: Annually

The Spectrum Academy Board of Trustees hereby adopts the following policy regarding fees, rental fees, textbook deposits and waivers

Purpose:

1. Many expenses in the operation of schools are beyond the ordinary costs of education; such as, but not limited to, lockers, yearbooks, clubs, travel and tangible products. These are items of cost which may properly be borne by parents and students.
2. Extra curricular activities should be financially supported by participating students.
3. A waiver procedure and appeal process is essential to ensure that students are not denied the opportunity to participate in school activities and educational programs because of the inability to pay fees.
4. Written notice should be provided to parents/guardians, students, school personnel and the general public regarding school fees and waiver policies.

Policy:

1. Fee schedules and policies for all Spectrum schools shall be adopted during the spring of each year by the Board in a regularly scheduled public meeting. Provision shall be made for public notice and participation in the development of fee schedules and waiver policies. Minutes of meetings during which fee and waiver policies are developed or adopted, together with copies of approved policies, shall be kept on file and made available upon request.
2. An annual review of the school fee policy will be held.
3. No school or school employee may establish any student fee or cost not set or approved by the Board.



4. No student will be denied enrollment in any class during the regular school day for failure to pay school fees.
 5. Individual students and parents will be required to pay for damages to textbooks, lab materials and school property beyond reasonable wear and use by students.
 6. The School shall send out a registration cost form to each student before registration, along with fee waiver policies and procedures of obtaining waivers and appeals for denial of waiver.
8. Fees may be charged, subject to provisions of fee waivers, in connection with any school- sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

FEE WAIVER PROCEDURE

Fees, as established by the Spectrum Academy Board of Trustees, will be waived in accordance with the Utah State Board of Education House Bill 183. Fee waivers are for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is presumed for those who are in state custody, foster care, receiving public assistance with dependent children, supplemental security income, and etc. Qualifying for free or reduced lunch does not qualify a student for a fee waiver.

Even if the student has qualified for free or reduced lunch, the parent has to qualify each year through the school for a fee waiver.

Each building principal shall designate an administrator to handle and process fee waivers. A student desiring a fee waiver will provide to that administrator proof of state assistance or verifying the need for the waiver.

1. A student's parent/guardian, or student who is 18 or older, must apply at the school for a fee waiver by filling out the Fee Waiver application (Grades 7-12) and attach copies of the prior month's pay stub or copies of the previous year's income tax return according to the directions on the application.
2. All fee payments will be suspended until the school has determined if the student is eligible.
3. The administrator will check the provided documentation with the eligibility scale and make a decision to accept or reject.
 - When checking income tax forms look at the line with Total Adjusted Income for verification.



- When checking pay stubs, look carefully at how they are paid for verification.
4. The administrator will give written notice of that decision on the Fee Waiver Decision and Appeal Form. That decision can be appealed to the school principal. The principal's decision may be appealed to the district office designee.
 5. All documentation shall be destroyed immediately after the decision is made. The form can be kept in the student's file, but not the documentation. Schools may transfer fee waiver information with the student when he/she transfers to another school.
 6. Case by case determinations shall be made for those who do not qualify for one of the standards; for example, those who have extenuating circumstances (loss or substantial reduction of income, extraordinary medical expenses, etc.) or are not reasonably capable of paying fees.
 7. Alternatives for payment, in lieu of fee waivers, can be arranged with a student according to the individual circumstances (i.e. tutoring of students, janitorial work, assisting teachers before and after school, installment payment plan). Parents are given the opportunity to review proposed alternatives to fee waivers.
 8. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know.

Elementary Students

Students in grades kindergarten through six are to be provided, free of charge, and without deposits and rental fees, all educational supplies used in the instruction process.

1. Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.

Secondary Students

1. Students will furnish their own gym clothing with no specificity other than color or type.
2. Schools may sell student supplies at a fair market price to students in grades 7-12.
3. Fees will be charged as outlined above on the fee schedule. All fees can be waived upon proper qualification. This includes textbook rentals, student activity fees, class fees, participation fees, etc.
4. Parents and guardians will be notified of the fee schedule prior to the beginning of the school year. New students will receive notice upon intent to register.