

# Beehive Science and Technology Academy

## School Fees, Fee Waiver Policy

The BSTA Board delegates to the School Administration the responsibility of administering this policy. The following definitions and standards shall serve as guidelines for the administration as they assess and collect fees at school.

### **A. Definitions**

Fee: Any charge, deposit, rental or other mandatory payment, however designated, whether in the form of money or goods.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Student Supplies: Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for physical education classes, undergarments for athletics and similar personal or consumable items over which a student retains ownership.

Optional Project: A project chosen and retained by a student in a class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student which would require only school-supplied materials.

Textbook: Book, workbook and materials similar in function which are required for participation in any instructional course.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. 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 such information.

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## **B. Standards**

### 1. Classes and Activities during the Regular School Day:

Students must be able to enroll and participate in any class and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:

- a. Students of all grade levels may be required to provide materials for projects.
- b. A student may be required to replace supplies provided by the school which are lost, wasted or damaged by the student due to careless or irresponsible behavior.
- c. Students may be required to provide their own student supplies.

### 2. School Activities Outside of the Regular School Day

- a. Fees may be charged in connection with any school-sponsored activity, 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 day.
- b. Fees related to extracurricular activities may be charged and established annually.

### 3. General Provisions

- a. No fee may be charged or assessed in connection with any class or school sponsored activity, including extracurricular activities, unless the

fee has been set and approved by the principal in accordance with this policy.

- b. Fee schedules and policies for the school shall be adopted at least once each year by the school administration.
- c. The school shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.
- d. No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of school records in which the student is enrolled or intends to enroll.
- e. As part of this fee policy, fee waiver provisions are in place to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:
  - i. A person is designated in the school to administer the policy and grant waivers (school principal);
  - ii. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively;
  - iii. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income or foster care, and others whose parents or guardians are financially unable to pay;

- iv. Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;
  - v. Parents are given the opportunity to review proposed alternatives to fee waivers; and
  - vi. An appeal process is available, including the opportunity to appeal to the board or its designee.
- f. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, the school's fee policies shall be designed to limit student expenditures for school sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel and subject area and vocational leadership organizations whether local, state or national.
- g. Expenditures for uniforms, costumes, clothing and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras and other student groups, are fees requiring approval of the school administration.
- h. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. The school may pursue reasonable methods for obtaining payment for such charges but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- i. Charges for class rings, letter jackets and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

These policies have been approved by the Beehive Science and Technology Academy Board of Trustees for exclusive use within the school.

## Fee Schedule

All fees are due at the time of enrollment and non-refundable unless parents have different plans approved by the administration.

Total amount is \$195.00.

The distribution of the fee is as follows.

\$60.00 Buss Pass

\$45.00 Consumable materials

\$40.00 Textbook rental

\$25.00 Computer/Science Lab

\$25.00 Special Activities

In addition to the above fee \$100 refundable deposit will be required towards technology equipment.

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ADOPTED:

REVISED: September 7<sup>th</sup>, 2013