



## 03-101—School Fees and Waivers

### I. Board Policy

Pursuant to action taken by the State Legislature and subsequent rulings on that action by the State Board of Education, Pacific Heritage Academy has created (1) an official fee policy, and (2) a fee waiver guideline.

The Board delegates to the Administration of Pacific Heritage Academy the responsibility of administering this policy.

### II. Administration Policy

The following definitions and standards shall serve as guidelines for the administration as they assess and collect fees at Pacific Heritage Academy.

#### Guidelines

##### 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 Pacific Heritage Academy-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, Pacific Heritage Academy spirit wear, 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 vocational class or other class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student that would require only Pacific Heritage Academy-supplied materials.

**Textbook:** Book, workbook, and materials similar in function that 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.

##### B. Standards

#### 1. Classes and Activities During the Regular Academic Day

i. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips.

ii. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.

iii. Textbook, lab, and other course-related fees may only be charged in secondary grades (7th grade and higher).

iv. 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:

1. Students of all grade levels may be required to provide materials for their optional projects.

2. Student supplies must be provided for elementary Students. A student may, however, be required to replace supplies provided by Pacific Heritage Academy that are lost, wasted, or damaged by the student.

3. Students in grade 7 or higher may be required to provide their own student supplies.

## 2. Activities Outside of the Regular Academic Day

i. Fees may be charged in connection with any Pacific Heritage Academy 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.

## 3. General Provisions

i. No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Trustees in accordance with this policy.

ii. The Board of Trustees shall adopt the fee schedules and policies for Pacific Heritage Academy at least once each year by in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies.

iii. Pacific Heritage Academy 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.

iv. No present or former student may be denied receipt of transcripts or a diploma for failure to pay 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 academy records to an elementary or secondary school in which the student is enrolled or intends to enroll.

v. The Board of Trustees shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions 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:

1. Staff shall administer the policy and grant waivers;
2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
3. 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;
4. Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;
5. Parents are given the opportunity to review proposed alternatives to fee waivers;
6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.

vi. 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. Pacific Heritage Academy 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.

vii. Charges for yearbooks, spirit items and clothing, 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.