2019-2020 District Fees



The Provo City School District Board of Education annually reviews and approves student fees according to Utah state law. The Board of Education requires set fees for secondary schools and approves a district-wide fee schedule, which provides fee information about district-wide programs. These fees may or may not be on each individual school's published fee sheet but these fees may be charged by the individual schools. The fees below represent the maximum fee allowed per activity.

	2	017-2018	2018-2019	2019-2020	
	No	t to Exceed	Not to Exceed	Not to Exceed	
General Fees					
International Student (Full year) $*$ - partial year prorated/includes \$100 I-20 application fee	\$	6,850.00	\$ 7,250.00	. ,	
Non-Utah Resident Student Fee	\$	6,750.00	\$ 6,750.00	\$ 7,000.00	
CTE - Lab Coat Deposit (refunded upon return)	\$	25.00	\$ 25.00	\$ 25.00	
District fees - Summer School (non-PCSD student) *	\$	57.50	\$ 57.50	\$ 57.50	
CPR Class *	\$	30.00	\$ 30.00	\$ 30.00	
Drug Prevention Class *	\$	25.00	\$ 25.00	\$ 25.00	
Summer Orchestra *	\$	25.00	\$ 25.00	\$ 25.00	
Camp Big Springs (5th Grade)	\$	120.00	\$ 120.00	\$ 120.00	
Events & Performances		per event	per event	per event	
School Choice Application	\$	5.00	\$ 5.00	\$-	
Drug Test	\$	7.00	\$ 7.00	\$ 7.00	
Transcripts	\$	5.00	\$ 5.00	\$ 5.00	
Truancy School	\$	20.00	\$ 20.00	\$ 20.00	
Title I Preschool Registration	\$	25.00	\$ 30.00	\$ 30.00	
Title I Tuition per month	\$	10.00	\$ 20.00	\$ 20.00	
Sunrise Special Ed Preschool (student with no IEP)	\$	80.00	\$ 80.00	\$ 80.00	
Sunrise Special Ed Preschool	\$	80.00	\$ 80.00	\$ 80.00	
eSchool - Additional term credit	\$	25.00	\$ 25.00	\$ 25.00	
eSchool - non returned book fee	\$	20.00	\$ 20.00	\$ 20.00	
eSchool - AP lab fee	\$	50.00	\$-	\$ -	
eSchool - Course drop fee	\$	15.00	\$ 15.00	\$ 15.00	
eSchool - Course extension fee	\$	15.00	\$ 15.00	\$ 15.00	
eSchool - Credit recovery surcharge	\$	30.00	\$ 30.00	\$ 30.00	
eSchool - Credit recovery 1 term	\$	35.00	\$ 35.00	\$ 35.00	
eSchool - Credit recovery 2 terms	\$	60.00	\$ 60.00	\$ 60.00	
eSchool - Electronic High School proctor fee	\$	15.00	\$ 15.00	\$ 15.00	
eSchool - Summer school	\$	40.00	\$ 40.00	\$ 40.00	
eSchool - Field trip		per trip	per trip	per trip	
After School/Summer programs - Elementary schools *	\$	100.00	\$ 100.00	\$ 100.00	
Adult Ed - Credit diploma (\$25 1st term/\$10 each additional term)	\$	55.00	\$ 55.00	\$ 55.00	
Adult Ed - GED Diploma (free first term) - (\$25 2nd term/\$10 each addditional term)	\$	45.00	\$ 45.00	\$ 45.00	
ELL Program Tuition (per semester)	\$	30.00	\$ 30.00	\$ 30.00	
ELL Program Book Fee (per book)	\$	25.00	\$ 25.00	\$ 25.00	
GRAMA Request (\$0.10/single side page; \$0.15/double sided page; \$22/hr for employee time;		copy/per HR	per copy/per HR	per copy/per HR	
prepayment for any request over \$50.00)					

Other Charges

Adult Breakfast * Student Breakfast * Adult Lunch * Student Lunch (elementary) * Student Lunch (secondary) *

\$ 2.00	\$ 2.00	\$ 2.00
\$ 1.50	\$ 1.50	\$ 1.50
\$ 4.00	\$ 4.00	\$ 4.00
\$ 2.00	\$ 2.00	\$ 2.00
\$ 2.25	\$ 2.25	\$ 2.25

Fingerprinting - existing/new employee, volunteer, Kelly Services Fingerprinting - non-employee

\$ 40.00	\$ 40.00	\$ 40.00
\$ 20.00	\$ 20.00	\$ 20.00

* Fees not subject to fee waivers. Applications for free and reduced lunch are a separate application and must be submitted to the Child Nutrition Department. Eligibility for free and reduced lunch does not guarantee a fee waiver.

Fees will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2019 to June 30, 2020. English and Spanish forms can be found at https://schools.utah.gov/schoolfees?mid=4340&tid=3. Case-by-case determinations are made by school administrators for those who do not qualify under one of the foregoing standards, but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens, loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced price school lunch does not constitute public assistance as defined above.)

** Board approved - 5-14-2019



2019-2020 District Fines

The Provo City School District Board of Education annually reviews and approves fines according to Utah state law. Fines are not considered a school fee and are not subject to fee waiver.

Elementary School Fines

Library books (lost) Take-Home Reading Books (lost) Technology (damage or loss) Cost of replacement, not to exceed \$40.00 \$5.00 Cost of replacement, not to exceed \$1,000.00

Middle School Fines

Camera Equipment/Accessories (damage or loss) Classroom Supplies/Equipment (damage or loss) Clothing Bank - Pants (not returned) Clothing Bank - Shirt (not returned) Elevator Key (lost) English Classroom Books (damage or loss) Library Books (damage) Library Books (late fees) Library Books (lost) Musical Instrument Rental (damage or loss) Pad Lock (lost) Science Supplies (damage or loss) Student ID Badge (replacement) Student Planner (replacement) Technology Equipment/Accessories (damage or loss) Textbook (damage) Textbook (replacement) Vandalism

High School Fines

Athletic Equipment/Uniforms (damage or loss) Athletic Trainer Supplies (damage or loss) Boot (tow fine) Calculators (damage or loss) Classroom Supplies/Equipment (damage or loss) Covey Book - Career Center Elevator Key - Lost English Classroom Books (damage or loss) Library Audio Books (late fees) Library Books (damage) Library Books (late fees) Library Books (lost) Marching Band Uniform (damage or loss) Musical Instrument Rental (damage or loss) Parking Ticket Photography Equipment (damage or loss) Science Lab Probe Device/Sensor (damage or loss) Tardy Make-up Technology Equipment/Accessories (damage or loss) Textbook (damage) Textbook (replacement) Vandalism Yearbook Equipment (damage or loss)

Cost of repair or replacement, not to exceed \$300.00
Cost of repair or replacement, not to exceed \$50.00
\$10.00
\$5.00
\$5.00
\$1.00 - \$25.00
\$1.00 - \$25.00
\$0.05 per day
Cost of replacement plus \$3.00 fee, not to exceed \$100.00
Cost of repair or replacement, not to exceed \$1,000.00
\$5.00
Cost of repair or replacement, not to exceed \$25.00
\$2.00
\$5.00
Cost of repair or replacement, not to exceed \$1,000.00
\$2.00 - \$50.00
Cost of replacement, not to exceed \$120.00
Cost of repair or replacement

Cost of replacement, not to exceed \$500.00
\$10.00 - \$200.00
Not to exceed \$120.00
Cost of replacement, not to exceed \$200.00
\$1.00 - \$50.00
\$10.00
\$10.00
\$1.00 - \$30.00
\$0.25 per day
\$1.00 - \$25.00
\$0.05 per day
Cost of replacement plus \$2.00 fee, not to exceed \$100.00
\$300.00
Cost of repair or replacement, not to exceed \$1,000.00
\$5.00 same day; \$20.00 after two weeks
Cost of repair or replacement, not to exceed \$2,000.00
\$5.00 - \$220.00
\$2.00 - \$5.00
Cost of repair or replacement, not to exceed \$1,700.00
\$2.00 - \$50.00
Cost of replacement, not to exceed \$120.00
Cost of repair or replacement
Cost of repair or replacement, not to exceed \$2,000.00

Lost Identification Access Card (replacement) Lost Key Lost Parking Pass (replacement) Technology (damage or loss)

\$5.00	
Varies	
\$5.00	
Cost	

** Board approved - 5-14-2019



2019-2020 High School Fees

The Provo City School District Board of Education, with the assistance of the administrators at each high school, annually reviews and approves student fees according to Utah state law. The Board of Education requires set fees across schools to provide equity and consistency across the district. However, some fees may vary depending on individual school needs and class offerings. In conjunction with this fee sheet, individual high schools will include fee amounts specific to their schools in annual registration materials and on their website. The fees below represent the maximum fee allowed per activity at any Provo City School District high school. Some activities may provide optional, non-required individual fundraising opportunities to help offset the cost of an activity. Individual fundraising is not required, but the total cost of the activity will be the responsibility of the student/parent if no fundraising option is chosen. For activities and athletics that require fees, tryouts must be concluded and the participants selected before fees are assessed.

	Student Fees Not to Exceed	· · · · · · · · · · · · · · · · · · ·	Total student activity fee Not to Exceed
Basic Registration Fee			
General Required Fee (student events, instructional materials - core classes, student incentives, technology, textbooks, lockers, student planner, activity card)	\$ 100.0)\$-	\$ 100.00

Required Class Fees

		1	T	
Art (including AP/Honors/Printmaking/3D) - Art supplies, paint, canvas, paper, etc.	\$ 40.00	\$-	\$	40.00
Accounting - Classroom materials, workbooks	\$ 20.00	\$-	\$	20.00
AP Biology - Classroom materials	\$ 25.00	\$-	\$	25.00
Ballroom - Classroom materials	\$ 25.00	\$-	\$	25.00
Biology - Classroom materials	\$ 10.00	\$-	\$	10.00
BioTech - Classroom materials	\$ 65.00	\$-	\$	65.00
Business Lab - Classroom materials	\$ 10.00	\$-	\$	10.00
Business Office Systems - Classroom materials	\$ 15.00	\$-	\$	15.00
Ceramics/Sculpture - Classroom materials, clay, tools	\$ 40.00	\$-	\$	40.00
Chemistry - Classroom materials, experiment materials	\$ 10.00	\$-	\$	10.00
Dance - Classroom materials	\$ 20.00	\$-	\$	20.00
Drama Tech - Classroom materials	\$ 30.00	\$-	\$	30.00
Earth Science - Classroom materials	\$ 10.00	\$-	\$	10.00
Environmental Science - Classroom materials	\$ 5.00	\$-	\$	5.00
Family & Consumer Science (FACS) Lab - Classroom materials, food, project materials	\$ 15.00	\$-	\$	15.00
Foods (Semester) - Classroom materials, food	\$ 20.00	\$-	\$	20.00
Foreign Language - Classroom materials, workbooks	\$ 10.00	\$-	\$	10.00
Geology - Field trips, classroom materials	\$ 35.00	\$-	\$	35.00
Interior Design - Classroom materials	\$ 20.00	\$-	\$	20.00
Medical Principles - Classroom materials	\$ 10.00	\$-	\$	10.00
Multi-Media - Classroom materials	\$ 10.00	\$-	\$	10.00
Photography (Semester) - Classroom materials	\$ 20.00	\$-	\$	20.00
ProStart - Classroom materials, food, jackets	\$ 40.00	\$-	\$	40.00
Digital Photography (including Adv Digital Photography) - Classroom materials	\$ 35.00	\$-	\$	35.00
Physical Education - Classroom materials, physical education equipment	\$ 15.00	\$-	\$	15.00
Physics With Technology - Classroom materials	\$ 35.00	\$-	\$	35.00
Anatomy/Physiology Lab - Classroom materials	\$ 15.00	\$-	\$	15.00
Science Lab - Classroom materials, lab materials, chemicals	\$ 15.00	\$-	\$	15.00
Sports Medicine Lab - Classroom materials	\$ 15.00	\$-	\$	15.00
Distance Learning (Semester) * - registration fee (does not include UVU tuition cost for courses)	\$ 10.00	\$ -	\$	10.00
CTE Auto ** - Classroom materials, required project materials	\$ 25.00	\$ -	\$	25.00

CTE Metals ** - Classroom materials, required project materials CTE Woods ** - Classroom materials, required project materials Financial Literacy - Classroom materials Drivers Education (full course) - Classroom instruction, range & road, handbook Drivers Education (Classroom instruction only)

Drivers Education (Range & Roading only)

Required Participation Fees

Advanced Drama - Adjudicators, judges, transportation, classroom materials, event registration fees Ballroom Team - Judges, transportation, costumes, specialized instruction, choreography, event registration fees Ballroom Pack - Costumes, shoes, makeup Sports participation (all sports except football) - Transportation, coaches, officials, materials, team equipment Football participation - Transportation, coaches, officials, materials, team equipment, helmet reconditioning Player Packets (All Sports) - Uniforms, personal equipment, apparel - New participants \$100/Returning participants \$50 Marching Band (Fall) - Judges, transportation, specialized instruction Marching Band (Summer) - Instruction, materials Colorguard - Transportation, materials, registration fees, instruction Winterguard - Transportation, materials, registration fees, instruction, props/costumes, shoes **Band Uniform** Jazz Band - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Symphonic Band - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Wind Ensemble - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Orchestra - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Men's Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Women's Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Symphony Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Bella Voce Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Concert Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Chamber Choir - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Choir Clothing (All choirs) Percussion - Judges, transportation, music, adjudicators, specialized instruction, event registration fees Cheer Uniform Cheer Participation - Player pack, coaches, safety training, transportation, event registration fees Dance Costumes (Ballroom/Dance Company)

Dance III/Dance Company - Judges, transportation, costumes, specialized instruction, choreography, event registration fees Debate - Judges, transportation, adjudicators, event registration fees

Other Fees/Charges/Travel

Club Dues (HOSA, DECA, FBLA, FCCLA, Key Club, NHS, TSA, German, French) - also includes materials and travel Club Dues (Non-Curricular) * PTSA Membership PTA Membership Caps and Gowns Skills USA Shakespeare Team ACT Prep Student Government Retreat Calculator Rental Musical Instrument Rental Student Physical Class Change AP Test * Optional CTE Projects **

\$ 45.00	\$ -	\$ 45.00
\$ 50.00	\$ -	\$ 50.00
\$ 10.00	\$ -	\$ 10.00
\$ 140.00	\$ -	\$ 140.00
\$ 40.00	\$ -	\$ 40.00
\$ 100.00	\$ -	\$ 100.00

\$ 70.00	\$ -	\$ 70.00
\$ 150.00	\$ -	\$ 150.00
\$ 70.00	\$ -	\$ 70.00
\$ 150.00	\$ -	\$ 150.00
\$ 175.00	\$ -	\$ 175.00
\$ 100.00	\$ -	\$ 100.00
\$ 150.00	\$ -	\$ 150.00
\$ 80.00	\$ -	\$ 80.00
\$ 150.00	\$ -	\$ 150.00
\$ 400.00	\$ -	\$ 400.00
\$ 100.00	\$ -	\$ 100.00
\$ 70.00	\$ -	\$ 70.00
\$ 100.00	\$ -	\$ 100.00
\$ 70.00	\$ -	\$ 70.00
\$ 350.00	\$ 350.00	\$ 350.00
\$ 550.00	\$ 550.00	\$ 550.00
\$ 120.00	\$ -	\$ 120.00
\$ 180.00	\$ -	\$ 180.00
\$ 125.00	\$ -	\$ 125.00

\$ 75.00	\$ -	\$ 75.00
\$ 45.00	\$ -	\$ 45.00
\$ 20.00	\$ -	\$ 20.00
\$ 10.00	\$ -	\$ 10.00
\$ 36.00	\$ -	\$ 36.00
\$ 80.00	\$ -	\$ 80.00
\$ 120.00	\$ -	\$ 120.00
\$ 50.00	\$ -	\$ 50.00
\$ 50.00	\$ -	\$ 50.00
\$ 20.00	\$ -	\$ 20.00
\$ 100.00	\$ -	\$ 100.00
\$ 30.00	\$ -	\$ 30.00
\$ 5.00	\$ -	\$ 5.00
\$ 98.00	\$ -	\$ 98.00
Cost	\$ -	Cost

School Dances	\$ 40.00	\$ -	\$ 40.00
Parking Pass	\$ 10.00	\$ -	\$ 10.00
Preschool Tuition - Classroom materials, snacks	\$ 75.00	\$ -	\$ 75.00
Entry to Evening Performance	\$ 15.00	\$ -	\$ 15.00
Yearbook (Before January 1) *	\$ 50.00	\$ -	\$ 50.00
Yearbook (After January 1) *	\$ 65.00	\$ -	\$ 65.00
Home Study Packet Registration	\$ 25.00	\$ -	\$ 25.00
Home Study Packet (per packet)	\$ 15.00	\$ -	\$ 15.00
Summer School (per class)	\$ 15.00	\$ -	\$ 15.00
Drill/Dance Competition	\$ 350.00	\$ 350.00	\$ 350.00
Marching Band Tour	\$ 575.00	\$ 575.00	\$ 575.00
Student Activity Tours/Travel (per board approved trip)	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Career and Technical Student Organization Travel (per trip)	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Optional Summer Camps (unless otherwise noted):			

optional summer camps (unless otherwise noted).			
Baseball	\$ 385.00	\$ -	\$ 385.00
Basketball	\$ 385.00	\$ -	\$ 385.00
Cheer	\$ 385.00	\$ -	\$ 385.00
Colorguard	\$ 100.00	\$ -	\$ 100.00
Dance	\$ 150.00	\$ -	\$ 150.00
Football	\$ 385.00	\$ -	\$ 385.00
Marching Band (Summer)	\$ 41.00	\$ -	\$ 41.00
Marching Band (Fall)	\$ 79.00	\$ -	\$ 79.00
Volleyball	\$ 385.00	\$ -	\$ 385.00
Soccer	\$ 385.00	\$ -	\$ 385.00
Softball	\$ 385.00	\$ -	\$ 385.00

* Fees not subject to fee waivers.

** Optional projects not included in student's grades are not subject to fee waivers.

Note: Pursuant to Utah Code 53A-11-102 and Utah Administrative Rule R277-494-3, students who attend a charter school, private school or home school and participate in extracurricular activities must pay a \$75.00 fee in addition to all related participation fees.

Fees will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2019 to June 30, 2020. English and Spanish forms can be found at https://schools.utah.gov/schoolfees?mid=4340&tid=3. Case-by-case determinations are made by school administrators for those who do not qualify under one of the foregoing standards, but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens, loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced price school lunch does not constitute public assistance as defined above.)

**Board approved - 5-14-2019



2019-2020 Middle School Fees

The Provo City School District Board of Education, with the assistance of the administrators at each middle school, annually reviews and approves student fees according to Utah state law. The Board of Education requires set fees across schools to provide equity and consistency across the district. However, some fees may vary depending on individual school needs and class offerings. In conjunction with this fee sheet, individual middle schools will include fee amounts in annual registration materials and on their website. The fees below represent the maximum fee allowed per activity at any Provo City School District middle school. Some activities may provide optional individual fundraising opportunities to help offset the cost of an activity. Individual fundraising is not required, but the total cost of the activity will be the responsibility of the student/parent if no fundraising option is chosen. For activities that require fees, tryouts must be concluded and the participants selected before fees are assessed.

	Stud	Student Fees		Optional student fundraising (individual)		Total student activity fee	
	Not t	o Exceed	Not to	Exceed	Not t	o Exceed	
Basic Registration Fee							
General Required Fee (student events, instructional materials, student incentives, technology, textbooks, lockers, student planner, activity card)	\$	65.00	\$	-	\$	65.00	
Required Class Fees							
Fine arts - Art supplies: paper, canvas, paints, brushes, clay, etc.	\$	12.00	\$	-	\$	12.00	
Foreign Language (Dual Language Immersion) - Online access to textbook, classroom materials	\$	10.00	\$	-	\$	10.00	
Technology - Technology supplies, printing, maintenance	\$	10.00	\$	-	\$	10.00	
STEM/Entrepreneurship - Classroom materials, computer program access, lab materials	\$	15.00	\$	-	\$	15.00	
CCA/FACS - Groceries, kitchen supplies, emergency maintenance, sewing patterns, general supplies	\$	15.00	\$	-	\$	15.00	
Science Lab - Consumable supplies, chemicals, scales, workbook	\$	10.00	\$	-	\$	10.00	
PE	\$	5.00	\$	-	\$	5.00	
Mock Trial	\$	5.00	\$	-	\$	5.00	
	Ś	12.00	\$	_	Ś	12.00	

Instrument Rental (Full year)	
Guitar Rental (Semester)	
Percussion Rental (Semester)	
Used Calculator	
Music Book / Sheet Music	
Instrument Accessories / Cleaning Supplies	
After School/Summer School (Per class)	
Field Trips	
Yearbook *	
Class Change Fee	
Optional School/Program apparel	
PTA Dues	
TSA Club	
TSA Club Travel (Nationals)	
Student Leadership Retreat	
Summer History Tours (Washington DC / Boston)	
Classic Skating (7th Grade)	
Lagoon	

\$ 75.00	\$ -	\$ 75.00
\$ 40.00	\$ -	\$ 40.00
\$ 40.00	\$ -	\$ 40.00
\$ 20.00	\$ -	\$ 20.00
\$ 30.00	\$ -	\$ 30.00
\$ 25.00	\$ -	\$ 25.00
\$ 20.00	\$ -	\$ 20.00
Cost	\$ -	Cost
\$ 30.00	\$ -	\$ 30.00
\$ 5.00	\$ -	\$ 5.00
\$ 30.00	\$ -	\$ 30.00
\$ 10.00	\$ -	\$ 10.00
\$ 50.00	\$ -	\$ 50.00
\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
\$ 500.00	\$ 500.00	\$ 500.00
\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
\$ 10.00	\$ -	\$ 10.00
\$ 60.00	\$ -	\$ 60.00

* Fees not subject to fee waivers.

Note: Pursuant to Utah Code 53A-11-102 and Utah Administrative Rule R277-494-3, students who attend a charter school, private school or home school and participate in extracurricular activities must pay a \$75.00 fee in addition to all related participation fees.

Fees will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of Aid for Dependent Children, Supplemental Security Income, or are eligible according to Income Eligibility Guidelines July 1, 2019 to June 30, 2020. English and Spanish forms can be found at https://schools.utah.gov/schoolfees?mid=4340&tid=3. Case-by-case determinations are made by school administrators for those who do not qualify under one of the foregoing standards, but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens, loss of substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee. (The receipt of unemployment compensation and/or reduced price school lunch does not constitute public assistance as defined above.)

**Board approved - 5-14-2019