

Provo City School District
Policy Series 6000: Finances and Operations



Policy No. 6160

School Fees and Fee Waivers

Purpose

The purpose of the Provo City School District school fees and fee waivers policy is to make sure applicable state laws are followed in regards to charging and waiving school fees, provide adequate information to parents and students regarding costs of participating in activities, and to establish a fair and efficient process for granting fee waivers, making sure to prohibit practices that would exclude participation in any school-sponsored activities for inability to pay.

School Fees

All school fees must be approved by the board.

Fees charged by schools include money or items of monetary value provided by a student/family for participation in any school-sponsored class or activity. These fees include goods, services or money paid by the student/family or through fundraising, including, but not limited to, textbooks, supplies and materials. Fees also include any charge for a field trip, travel or activity, including any admission, transportation, lodging and food costs.

Fees do not include fines that are approved by the board for damage or loss of school property, payments for school breakfast or lunch, or other non-waivable charges (see procedure).

School administration will make every effort to standardize fees between schools. Any differences between schools will be itemized on the spend plan for each school. School administrators will encourage public participation in the school fee process.

The board will annually review the school fees policy and procedure.

Parents and guardians will be notified annually of the opportunity to provide public comment at two board meetings before final adoption of the fee schedule.

The board will adopt all school fees on or before April 1st of each year and will provide two opportunities for public comment.

The board will set a per student annual maximum aggregate amount and a maximum amount per activity.

Fees for students in elementary schools are prohibited for activities or field trips during the school day. Teachers may request voluntary donations or a suggested list of student supplies. Any list must give the following notice:

The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.

Fees for students in elementary school who participate in optional after school/summer activities are allowable, as long as participation does not affect grades or participation in regular school day activities.

All non-waivable fees are not subject to fee waivers.

Fee Waivers

Fees are waivable for all curricular clubs, activities and classes, including all costs for travel and material, regardless of the time of day or year the activity is held. Non-curricular clubs, fines, optional class materials, and other approved items are not waivable.

The board prohibits excluding any student from any activity for inability to pay a fee.

Each school will appoint at least one administrator to act as the “Fee Waiver Administrator”.

The Utah State Board of Education will annually provide fee waiver forms with income levels. Forms will be available on the District website in English and Spanish each year for ease of access. Parents/guardians will provide verification to the Fee Waiver Administrator each year for determination.

Students who are in state custody, foster care, receiving public assistance with dependent children, supplemental security income automatically qualify for fee waiver. Qualifying for free or reduced lunch does not qualify a student for a fee waiver. Independent criteria will apply for eligibility. Fee waiver administrators may approve fee waivers for extenuating circumstances.

Legal References:

Utah State Code 53G-7-5

Utah State Board of Education Rule R277-407

Approved by Board of Education: February 9, 2021