

UTAH STATE BOARD OF EDUCATION

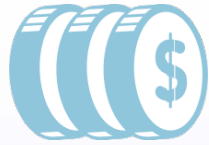


Utah State Board Update on School Fees

Utah School Boards Association 96th Annual Conference

How to Charge a Fee

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R277-407: Before charging any fees, a local school board or charter school governing board must:



- Establish its own fee-setting and fee waiver policies, including an appeals process when a request for a fee waiver is denied.
- Approve the fee schedules for each school within the LEA at least once each year in an open and public meeting. Approval of the fee schedule may not be delegated to an administrator.
- Provide a procedure that ensures annual written notices are given to parents and guardians, review current fee schedules and the LEA's fee waiver policies.
- Limit impact of fee waivers on schools within a school district.
- Submit annual compliance forms to the State Superintendent on/before October 31.
- Attach the LEA's fee schedule(s) with the annual compliance forms.

Summary Fee Requirements

Key provisions related to fee setting, imposing fees, and granting fee waivers



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- If a fee is charged to any student, the fee is subject to fee waiver.
- No fees should be charged in elementary schools for an activity class or program during the regular school day.
- Fees may be charged in secondary schools.
- An LEA's policies shall be designed to limit student expenditures for school-sponsored activities, classes or programs including: uniforms, clubs, clinics, travel, and additional organizations.
- Policies should clearly state donations and contributions are voluntary; if required for an activity, it is a fee.
- Designate at least one administrative level person in each school to review and grant fee waiver requests.
- A school may not identify a student on fee waiver.
- An LEA may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees: exclude a student from school; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, diplomas or transcripts.
- Expenditures for uniforms, costumes, clothing, or accessories required for school attendance or participation, and expenditures for student travel as part of a school team, student group, or other school trip, require approval of the LEA and are subject to fee waiver.
- An LEA is not required to waive fees for class rings, letter jackets, school photos, or yearbooks, which are not required for participation in a class or activity.

Additional Best Practices & Recommended Focus



It is recommended that LEAs:



- Train personnel on fee and fee waiver policies.
- Focus on fee waiver policies and supports before establishing and authorizing a fee.
- Monitor each school's compliance with statute and board rule requirements.

Annual LEA Reporting Requirements

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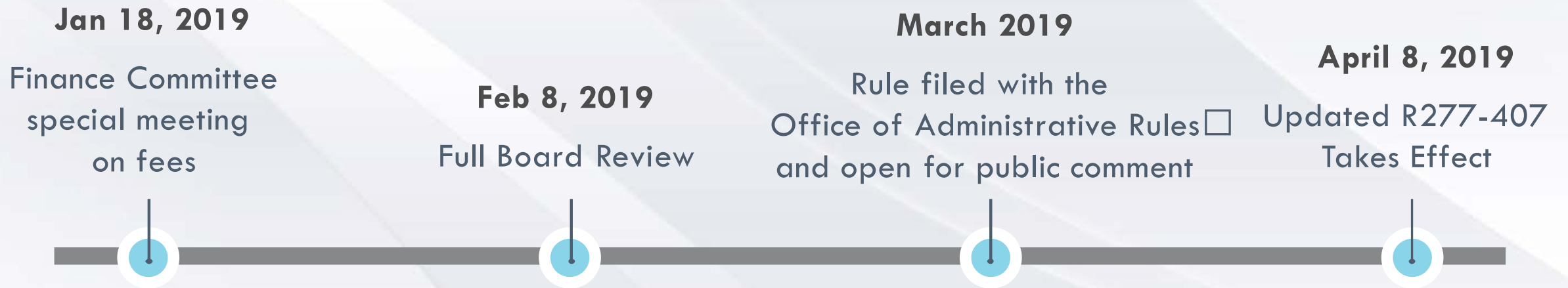


LEAs are required to report the following each year:

- Number of students in the LEA given fee waivers.
- Number of students who worked in lieu of a waiver.
- Total dollar value of student fees waived by the LEA.
- Copy of the LEA's fee and fee waiver policies.
- Copy of the LEA's fee schedule for students.
- Notice of fee waiver criteria provided by the LEA to parent/guardian.
- Completed fee waiver compliance form for each school within the LEA.



Anticipated Board Action Plan: R277-407



R277-407 Anticipated New Requirements

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- A requirement that textbooks, instructional materials, software supporting instruction be provided for free, except for concurrent enrollment and AP textbooks (which are subject to fee waiver).
- A prohibition on required individual fundraising. Voluntary individual fundraising and mandatory group fundraising will still be allowed.
- Discretionary/voluntary individual fundraising to be made available to all students, not just students who qualified for fee waivers.
- A requirement that an LEA governing board establish an annual aggregate maximum fee amount per student.
- Notice required to be provided in a language other than English if 20% or more of the parents in the LEA speak a language other than English.
- A requirement that an LEA have a spend plan for the revenue collected from each fee charged.



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Questions

