

## **STUDENT FEES**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

1. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all non-specialized clothing required for any special programs, courses or activities in which they participate.

#### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

#### **3. Personal or Consumable Items.**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the reasonable replacement cost of any school property that they lose. The district may require students to furnish at their own expense, minor consumable items for participation in extracurricular activities.

#### **4. Material Required for Course Projects.**

The district will provide students with the materials necessary to complete all required curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district

unless the students either furnish the material or pay for the reasonable cost of materials required for the course project.

### **5. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

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|---|---|
| ▪ Student Activity Card<br><i>Admission to all extracurricular events</i> | \$30.00   |
| ▪ Golf  | students must provide their own golf shoes, undergarments, and clubs  |
| ▪ Football  | students must provide their own football shoes, mouth guards and undergarments  |
| ▪ Track, Volleyball, Wrestling  | students must provide their own shoes and undergarments   |
| ▪ Swing Choir   | students must purchase outfits & shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00 |
| ▪ Art Club  | students must purchase materials and supplies for personal projects. The cost will depend on the project.   |

### **6. Post-Secondary Education Costs.**

The District may require and collect fees or other funds from or on behalf of students for post-secondary education costs. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except that if the student chooses to apply for postsecondary education credit, he or she may be charged tuition and other fees only associated with obtaining credits from a postsecondary educational institution.

**7. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The District shall not charge students for transportation at a rate which is in excess of \$.36 per mile.

**8. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a maximum fee of \$.10 per page for reproduction of student records.

**9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$50.00 per hour.

**10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$450.00 for each course taken by the student.

**11. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast program
  - Grades K-4 \$1.00
  - Grades 5-12 \$1.25
  - Adults \$1.85
  - Reduced Price \$ .30
- Lunch program
  - Grades K-4 \$1.60
  - Reduced price .40
  - Grades 5-12 \$1.90
  - Reduced price .40
  - Adults \$3.00
- Extra milk \$ .25

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **12. Charges for Musical Extracurricular Activities.**

Students will be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities, but the District will provide for the use of a musical instrument without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture nutrition programs. Participation in a free-lunch program or reduced lunch program is not required to qualify for free or reduced-price lunches for purposes of this policy. This policy does not require the District to provide for the use of a particular type of musical instrument for any student. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments and marching band shoes. Students may rent instruments at a maximum cost of \$15.00 per semester. Students will pay a maximum of \$8.00 for band uniform cleaning fees.

### **13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5.00.

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, including musical extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to the respective principal on or before September 1 of the current school year. New students will have ten calendar days from enrollment to submit an application for all fee waivers for the remainder of the present school year.

### **D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

## **CERTIFICATION**

On the 11<sup>th</sup> day of August, 2003, the Board of Education of Hershey Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for 2003-04 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with Public Meetings Law.

Superintendent of Schools or  
Other Authorized School Representative

Date of Adoption: 7-10-2002

Revised: 8-11-2003

## **STUDENT FEE WAIVER PROCEDURES**

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to the respective Principal on or before September 1 of the current school year. New students will have ten calendar days from enrollment to submit an application for all fee waivers for the remainder of the present school year. Waivers will not be approved retroactively for fees previously paid for specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications must be renewed annually. Denial of a waiver may be appealed to the Superintendent, but eligibility is strictly dependent upon meeting financial guidelines as established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

## **PERSONAL OR CONSUMABLE ITEM REGULATIONS**

Teachers may not require students to supply various personal or consumable items for use in courses. However they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

The following list provides an example of the types of consumable items that teachers may request but not require the students to provide.

Pencils	Erasers
Colored pencils	Scissors
Pens	Elmer's glue
Paper	White out
Graph paper	Highlighters
Tablets	Compass
Notebooks	Protractor
Activity Calendars	Calculator
Organizers	Blank computer disks
Planners	
Crayons	
Markers	
Facial tissue	

The district may require students to provide such personal and consumable items for extracurricular activities as the following:

- Blank audio or video tapes
- Reeds for musical instruments
- Make-up kits for drama
- Protective mouthpiece for sports

## **COURSE PROJECT PURCHASE FORM**

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

### **PLEASE PRINT (completed by Instructor)**

Course: \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

Project: \_\_\_\_\_

Estimate Cost: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

I (students name) \_\_\_\_\_ agree to purchase this project and/or all project materials following the project's expected completion date.

Student's Signature: \_\_\_\_\_

I permit my student to purchase this project and/or all project materials following the project's expected completion date.

Parent/Guardian's Signature: \_\_\_\_\_