

# Policy 5130.2: Student Fees Policy

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution.

The district also provides activities, programs, and services that extend beyond the minimum level of constitutionality 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. For the purposes of this policy, "students" shall mean students, their parents, guardians or other legal representative.

The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

In accordance with the Public Elementary and Secondary Student Fee Authorization Act the board of education sets forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or board regulations which may be adopted from time to time.

The Cozad Board of Education realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Guidelines For Clothing Required For Specified Courses And Activities
  - a. Students have the responsibility to furnish and wear non-specialized attire: meeting general district grooming and attire guidelines; and/or reasonably related to the programs, courses, and activities in which the students participate where required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.
  - b. Examples:
    - i. Physical Education: All students: T-shirt, tennis shoes; sports socks and gym shorts.
    - ii. Industrial Arts: In workshop areas: Long trousers or denim jeans, steel-toed boots, long-sleeved shirts.
  - c. The district will provide or make available to students such safety equipment and attire as may be required by law. Building administrators will assure: (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.
2. Personal or Consumable Items

- a. Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.
- b. Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:
  - i. Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors (Fiskars preferred), Elmer's glue, flash drives

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

3. Admission Fees and Transportation Charges
  - a. Admission fees and transportation charges, for spectators attending extracurricular activities, may be charged.
4. Extracurricular Activities – Specialized Equipment or Attire
  - a. Extracurricular activities means student activities or organizations which are:
    - i. supervised or administered by the district,
    - ii. do not count toward graduation or advancement between grades, and
    - iii. in which participation is not otherwise required by the district.
  - b. The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire (see below):
    - i. Equipment or attire fitted for the student, and which the student generally wears exclusively, will be required to be provided by the participating student. (Example: cheerleading, and music activity uniforms and outfits, and t-shirts for teams or band members)
    - ii. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.
    - iii. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as: golf clubs, softball gloves, and the like are required to be provided by the student participant.
    - iv. Items for the personal medical use or enhancement of the student are the responsibility of the student participant. (Example: braces, and the like)

- c. Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities, or for paying a reasonable usage cost for such equipment or attire. Examples are:
          - i. blank audio or video tapes, reeds for musical instruments, make-up kits for drama, protective mouthpiece for sports
        - d. Use of a musical instrument without charge is available under the district's fee waiver policy (Section 12); however, the district is not required to provide for the use a particular type of musical instrument for any student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities
- 5. Extracurricular Activities – Fees For Participation
  - a. The district may charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. The district is not required to provide waivers to qualifiers for free and reduced-price lunches for extracurricular activity gate admission fees and spectator transportation charges.
- 6. Postsecondary Education Costs
  - a. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution. Students are responsible for postsecondary education costs such as tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- 7. Transportation Costs
  - a. Students are responsible for fees established for transportation services provided by the district, as and to the extent permitted by federal and state laws and regulations. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute.
- 8. Copies of Student Files or Records
  - a. A parent, guardian or students who request copies of files or records shall be responsible for the reasonable cost of copies reproduced in accordance with an established fee schedule. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Federal or state laws or regulations will be followed. No fee shall be charged to search for or retrieve any student's files or records.
- 9. Participation in Before and After School or Preschool Services
  - a. Students are responsible for fees required for participation in before-and-after school or preschool services offered by the district, except to the extent such services are required to be provided without cost.

10. Participation in Summer School or Night School

- a. Students are responsible for fees required for participation in summer school or night school, and correspondence courses.

11. Breakfast and Lunch Programs

- a. Students shall be responsible for items which students purchase from the district's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.
- b. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the district or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, and the like.
- c. Students may be required to bring money or food for field trip lunches and similar activities.

12. Course Projects

- a. Cozad Community Schools may not require students to purchase course projects or project materials where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elects to purchase the project through the completion of the course project purchase form. (see administrative guidelines – Course Project Purchase Form)

13. School Store

- a. The district's policy allows its schools the right to operate a school store in which students may purchase food, beverages, and personal or consumable items.

14. Waiver Policy

- a. The district's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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:
  - i. participation in extracurricular activities,
  - ii. admission fees and transportation charges for student spectators attending extracurricular activities,
  - iii. materials for course projects, and
  - iv. use of a musical instrument in optional music courses that are not extracurricular activities.
- b. Participation in a free or reduced-price lunch program is not required to qualify or participate in the use of fee waivers.
- c. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

15. Distribution Of Policy

- a. The superintendent or the superintendent's designee shall publish the district's student fee policy in the student handbook or the equivalent. (Example: publication may be

made in an addendum or a supplement to the student handbook) The student handbook or the equivalent shall be provided to students of the district at no cost.

#### 16. Student Fee Fund

- a. The school board hereby establishes the Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue. Money collected from students, and subject to the Student Fee Fund, shall be expended from the Student Fee Fund, for the purposes for which it was collected from students.
- b. Funds subject to the Student Fee Fund consist of money collected from students for:
  - i. participation in extracurricular activities,
  - ii. postsecondary education costs, and
  - iii. Summer school or night school.
- c. Public concerns or complaints regarding required fees, attire or equipment shall be addressed to the superintendent.

#### Certification

On the 16<sup>th</sup> day of July, 2018, the Cozad Community School's Board of Education held a public hearing at a meeting of the school board on the proposed Student Fee Policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provide in, the Student Fee Policy for the 2017-2018 school year.

The foregoing Student Fee Policy was adopted on July 16, 2018, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

#### Legal Reference:

Neb. Constitution, Article VII, section 1

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1, 104 Before-and-after-school or pre-kindergarten services

79-1106 to 79-1108.03 Accelerated or differential curriculum

Policy Adopted: 07/15/02

Revised: 07/14/03 and 07/18/16 and 07/16/18

Reviewed: 02/15/2010 and 07/16/18

# Administrative Guidelines for Policy 5130.2

Prior to the beginning of the school year, the school district publishes through its student handbooks or addendums a listing of personal and consumable supplies that Cozad Community Schools recommends but does not require students to furnish for his/her use.

The following list details the possible fees charged to students, and the kinds of specialized and non-specialized equipment and attire students are expected to provide for participation in various programs and activities.

Students who wish to have particular fees waived must submit a fee waiver application to the office of superintendent of schools. According to statute, not all of the following fees are subject to waiver.

## Fees Charged Within the District

Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities, or for paying a reasonable usage cost for such equipment or attire. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy. The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students.

## Class/Projects

The maximum fee listed in this category refers to the maximum charge for a standard project to complete the requirements of the course and will be owned by the school. A student will declare prior to beginning a project if he/she will purchase the standard project upon completion and/or decide to use other materials at his/her own expense or do a different project at his/her own expense as long as it meets the criteria for the course set by the instructor. These projects are not subject to waivers.

(Project/Class/Program/Extracurricular)	(Maximum Fee)
1. Summer School: Students must pay the summer school tuition set annually by the district.	
2. Industrial Technology Classes	
H.S. Woods #1	\$60.00
H.S. Woods #2	\$50.00
Metals Shop	\$15.00
3. Art Classes	
H.S. Honors Art	\$20.00
4. Family and Consumer Science Classes	
7 <sup>th</sup> F.C.S. Sewing Project	\$10.00
8 <sup>th</sup> F.C.S. Sewing Project	\$10.00

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|--------------------|---------|
| High School F.C.S. | \$30.00 |
|--------------------|---------|
5. Physical Education
 

Students to provide own t-shirt, tennis shoes, gym shorts and other personal apparel.
  6. Student activity card \$35.00 (Not subject to waiver)

(Covers admission to all extracurricular events.)
  7. Student participation fee \$35.00

(Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.)
  8. Future Business Leaders of America 165.00
  9. National Honor Society \$30.00
  10. Family, Consumer, and Community Leaders of America (F.C.C.L.A.)
 

\$165.00
  11. Cheerleading, Flag Corps, Jazz Team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. \$760.00
  12. Physicals: Students are required to have a physical taken for participation in athletics.
 

\$50.00
  13. Football: Students must provide their own football shoes, undergarments, and mouth guards.
 

\$300.00
  14. Golf: Students must provide their own golf shoes, undergarments, and clubs.
 

\$500.00
  15. Softball: Students must provide their own shoes, gloves and undergarments.
 

\$300.00
  16. Track, Volleyball, Wrestling, Basketball: Students must provide their own shoes and undergarments \$300.00
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17. Choir
 

Concert Polo shirt	\$25.00
(waived if student participates in Fall Choir Fundraiser)	
Robe cleaning fee	\$16.00
A cappella Gown/vest cleaning fee	\$16.00

If purchased	\$50-\$70
Middle School T-shirt	\$10.00

(waived if student participates in Fall Choir Fundraiser)

18. Dual Credit Courses: Students must pay the tuition fees set by the post-secondary institution.

19. High School Pep Club \$35.00

20. C – Club \$3.00

21. STAND \$10.00

22. SKILLS USA \$25.00

23. Haymaker Multicultural Leadership Organization \$15.00

24. Field Trips: If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged. (\$40.00)

25. High School Class Dues

9<sup>th</sup> Grade \$10.00

10<sup>th</sup> Grade \$15.00

11<sup>th</sup> Grade \$20.00

12<sup>th</sup> Grade \$10.00

26. Invention Convention, Science Fairs \$40.00

27. M.S./H.S. Band: Students must provide their own instruments and marching band shoes.

(\$90.00)

Consumable supplies (oils, reeds) \$20.00 (subject to waiver)

28. Immunizations \$5.00-\$45.00

As required by state regulation

29. Lunch Program – Grades PreK-5

Regular Price \$2.80

Reduced Price \$0.40

30. Lunch Program – Grades 6-12

Regular Price \$3.00

Reduced Price \$0.40



31. Breakfast – Grades PreK-5

Regular	\$1.45
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Reduced	\$0.30
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32. Breakfast – Grades 6-12

Regular	\$1.70
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Reduced	\$0.30
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The foregoing Student Fee Administrative Guidelines was adopted on July 16, 2018, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Revised: 07/14/03; 07/16/06; 07/18/16; 07/16/18

Reviewed: 07/18/11; 07/16/12

## Sharing Information with Other Programs - Optional

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Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.

**For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

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Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meal Application with:

- |  |   |
|--|---|
| <input type="checkbox"/> Activities Director-Participation Fee | <input type="checkbox"/> Middle School Clubs/Organizations    |
| <input type="checkbox"/> Instrumental/Vocal Music              | <input type="checkbox"/> Scholarships/Financial Aid/Test Fees |
| <input type="checkbox"/> Cheerleading/Jazz/Flag Corps          | <input type="checkbox"/> Sight for Students                   |
| <input type="checkbox"/> High School Class Dues                | <input type="checkbox"/> Invention Convention/Science Fairs   |
| <input type="checkbox"/> High School Clubs/Organizations       | <input type="checkbox"/> School Sponsored Field Trips         |
| <input type="checkbox"/> After School Program                  |   |

**If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.**

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call **Elementary 308-784-3462; Middle School 308-784-2746; High School 308-784-2744.**

**Return this form to any one of the Cozad Community School offices.**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_