

School Fee Policy

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I. PURPOSE

The school board adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

II. POLICY

- A.** A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity unless the fee has been approved by and included in the school board fee schedule.
- B.** To preserve equal opportunity for all students and to limit the diversion of money and school and staff resources from the basic school program, Gateway Academy and each school shall limit student expenditures for Gateway Academy and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
- C.** A school shall provide notice to the parent of each student attending the school of all current fee schedules and the opportunity for fee waivers before the student is registered for a course, activity, or program to enable the parent and student to make an informed decision before committing to the student's enrollment or participation.
- D.** A school shall provide an opportunity for a parent to apply to have fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
- E.** A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with Gateway Academy policies and state law.

III. ESTABLISHING A FEE SCHEDULE

A. Definition of a "Fee"

1. "Fee" means a charge, expense, deposit, rental, or payment regardless of how it is termed, described, requested, or required directly or indirectly;
2. in the form of money, goods, or services; and

3. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising;
4. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
5. payments made to a third party that provides a part of a school activity, class, or program.
6. charges or expenditures for the classroom supplies or materials, only for secondary students enrolled in elective "Fee Courses".
 - a. ~~textbooks;~~
 - b. ~~supplies; or~~
 - c. ~~materials;~~
7. charges or expenditures for school activity clothing; and
8. a fine, other than a fine identified in the subsection below. "Fee" does not include:
 9. a student fine specifically approved by the Board for:
 - a. failing to return school property;
 - b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Utah Code Ann. §53G-8-212; or
 - c. improper use of school property, including a parking violation;
10. payment for school breakfast or lunch;
11. a deposit that is:
 - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
 - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
12. Charges associated with a student's participation in a non-curricular club
13. Money or another item of monetary value that a student or the student's family raises through fundraising.

B. Fee Setting Process

1. Gateway Academy, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.
2. Administrative staff collect information annually from teachers and staff to formulate recommendations to the board.

When determining a fee proposal for Board approval, staff may consider the following factors:

- a. *the school's cost to provide the activity, class, or program;*
- b. *the school's student enrollment;*
- c. *the median income of families:*
 - *within the school's boundary; or*
 - *enrolled in the school;*
- d. *the number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three years;*
- e. *the historical participation and school interest in certain activities;*
- f. *the prior year's fee schedule;*
- g. *the amount of revenue collected from each fee in the prior year;*
- h. *fund-raising capacity;*
- i. *prior year community donors; and*
- j. *other resources available, including through donations and fundraising*

C. Board Approval of Fee Schedules and Policies.

1. The Board shall annually review and adopt the provisions of this policy.
2. Fee schedules and policies for the Gateway Academy shall be adopted by the Board on or before **June 1st** of each year in a regularly scheduled public meeting of the Board.
3. Adoption of Gateway Academy's fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.
4. Before adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
5. The Board shall provide notice of the meetings:
 - a) to the public in accordance with the Utah Open and Public Meetings Act; and
 - b) to parents and students using the same form of communication regularly used by the Gateway Academy to communicate with parents, including notice by e-mail, text, flyer, or phone call.
6. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by [UCA 52-4-203](#).
7. The Board may adopt amended fee schedules after the **June 1st** date following the same approval process used for the original fee schedule.

D. Fee Schedule Requirements

1. The Board's adopted fee schedule shall include:
 - a) a specific amount for each fee;
 - b) if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy-to-understand delineation of each fee and the fee total for each activity, class, or program;
 - c) a per-student annual maximum aggregate fee amount that Gateway may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
 - d) a maximum fee amount per student for each activity;
 - e) a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by

identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

- f) easily understandable statement informing parents that a student may be eligible to have fees waived and may appeal the LEA's decision if the LEA denies a request for a fee waiver.
2. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers.
 - a. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
3. A fee shall be equal to or less than the expense incurred by the Gateway Academy or school to provide for a student activity, course, or program.
 - a. In calculating the expense incurred by the Gateway Academy or school, the cost of providing fee waivers to fee waiver-eligible students may not be considered.
4. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
5. A fee listed on a school fee schedule is the maximum amount that may be charged per student for a class or school-sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular, or extra-curricular. The actual amount charged may be less.

IV. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

A. Elementary Schools

1. No fee may be charged in kindergarten through grade five for any regular school day activity including assemblies and field trips or any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
2. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, voluntarily, those supplies for student use. Such a list must include the following language as required by [Utah Code 53G-7-503\(2\)\(c\)](#):

“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.”

3. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

B. Secondary Schools

1. Gateway’s secondary includes 6th, 7th, and 8th grade.
2. Fees may be charged in connection with ~~an activity~~ **a fee course**, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board-approved fee schedule. **No fees may be charged for activities or materials required for non-fee (core) courses, including English, Math, Science, and Social Studies.**
3. All fees are subject to the fee waiver provisions of this policy.
4. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
5. A school may require a secondary student to provide student supplies as defined in this policy. Student supplies are subject to fee waivers as required by [R277-407-8](#) and [R277-407-3\(7\)](#).

6. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing is considered a fee, and subject to fee waiver.
7. Schools **may not charge a fee** for textbooks:
 - a) A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
 - (1) "Textbook" means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material including:
 - (a) books, printed materials, and consumable workbooks;
 - (b) computer hardware, software, or digital content.
 - ~~(c) maintenance cost of school equipment.~~
 - "Textbook" does not include **school equipment**, instructional equipment or instructional supplies.
8. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the LEAs fee schedule and are subject to fee waivers. Additionally, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.
9. Schools **may charge a fee** for instructional equipment or instructional supplies, which are subject to fee waivers.
 - a) "Instructional equipment" means a course-related tool or instrument required for a student to use as part of a secondary course that typically becomes the student's property upon exiting the course.
 - b) "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school.

V. PROJECT RELATED COURSES

- A. In project-related courses, projects required for course completion shall be included in the approved course fee and be subject to fee waivers for secondary students.
- B. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to a fee waiver.
- C. A school shall avoid allowing high-cost additional projects, particularly if authorization of additional discretionary project results in pressure on a student by teachers or peers to also

complete a similar high-cost project.

- D. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

VI. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

- A. Fees may be charged in connection with any school-sponsored program or activity, which does not take place during the regular school day, regardless of the age or grade level of the student, if:
1. participation in the activity is voluntary;
 2. the fee is on the Board approved fee schedule;
 3. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
 4. the fee revenue is collected in compliance with Gateway Academy financial policies;
 5. fee revenue is expended in compliance with the spend plan;
 6. the fee is subject to the fee waiver requirements; and
 7. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
- B. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

VII. NOTICE TO PARENTS

- A. Each school shall annually publish the Board's approved fee schedule, fee waiver policies, fee waiver application, fee waiver decision and appeals form, and school fee notice for families on each of the school's publicly available websites.
- B. The parent of each student shall be provided a copy of the fee schedule, and fee waiver policies annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
- C. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through the Gateway Academy or school website.

- D. If more than 20% of the student or parent population of Gateway Academy uses a single language other than English as their first language, Gateway Academy will publish the fee schedule and fee waiver policies in the language of those families.
- E. The administrator of a school shall make arrangements for a school or Gateway Academy representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and Gateway Academy has not published the information in the parent's first language.

VIII. FEE WAIVERS

A. General Fee Waiver Provisions

1. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or [UAC R277-407](#).
3. A school is not required to waive a non-waivable charge.
4. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
5. The process for obtaining a fee waiver, pursuing an alternative to a fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
7. Suspends any requirement to pay a fee during the period the fee waiver eligibility is under consideration or during which an appeal of denial of a fee waiver is in process.

B. Fee Waiver Eligible Charges

Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:

1. An activity, class, or program that is:
 - a) primarily intended to serve school-age children; and
 - b) taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
2. An activity, class, or program that is explicitly or implicitly required:
 - a) as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
 - b) as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.
4. School activity clothing.
5. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by Gateway Academy or a school including:
 - a) athletic competitions;
 - b) music or theater program performances; and
 - c) parent-teacher organization activities.

To ensure confidentiality tickets for admission to events or activities will be presold from the main office. Students on fee waiver would have the opportunity to obtain free tickets from the office allowing them entrance to the event without having to disclose fee waiver eligibility to the gate attendant.

6. An activity or program where full participation in the activity or program includes:
 - a) travel for state or national educational experiences or competitions;
 - b) debate camps or competitions; or
 - c) music camps or competitions.
7. Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts, or other like clothing.
8. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

C. Non-waivable Charges

Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.

1. Non-waivable charges include a personal discretionary charge or purchase for:
 - a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - b) a personal consumable item such as a yearbook, class ring, varsity athlete jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
 - a) a charge for an activity, class, or program, which meets the criteria of a noncurricular club as described in [Utah Code Title 53G, Chapter 7, Part 7](#), Student Clubs;
 - b) a charge for school breakfast or lunch;
 - c) a fine for improper use of school property, including a parking violation; or
 - d) a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. 53G-8-212.
 - (1) If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
 - (2) No fine may be assessed for damages which may be attributed to normal wear and tear.

D. Fee Waiver Administrator

1. The Executive Director shall designate at least one person at the appropriate administrative level to function as the “Fee Waiver Administrator.” The designated individual shall:
 - a) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
 - b) work in an appropriate setting to facilitate confidential conversations and documents.
2. The Fee Waiver Administrator shall be responsible to:
 - a) review fee waiver applications and verification documents;
 - b) grant or deny fee waiver requests;
 - c) compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
 - d) report fee waiver information.
3. The Fee Waiver Administrator’s contact information will be available on the school’s website with other school fee information and in student registration materials.
4. A student may not assist in the fee waiver approval process.

E. Fee Waiver Application Process

1. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
2. The application for fee waiver shall be included on each school’s website.
3. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
4. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
5. A family having more than one student enrolled in the school may submit one application which will determine eligibility for fee waivers for all students in the family. The application for fee waiver must be submitted to the school at which the oldest student is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family.
6. An LEA shall ensure that the process for obtaining a fee waiver or pursuing an alternative is administered fairly, objectively, without delay, and in a manner that avoids stigma and unreasonable burdens on students and parents.

7. Once granted a fee waiver lasts for the duration of the school year in which it was granted or the circumstances of the family change. Students must reapply annually.
8. Fee waiver applications should be accepted and considered throughout the school year, and policies should not contain a fee waiver application deadline.
9. If a student or their family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the Fee Waiver Administrator at the student's school of enrollment may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.

F. Fee Waiver Eligibility Verification

1. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
 - a. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
 - these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/schoolfees on the fee waiver application form;
 - all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
 - b. The student has qualified for the federal free lunch program and the parent provides consent for the program to share information with the school.
 - A disclosure request form should be included with the free lunch application. This disclosure informs the parents of the following: 1) they are not required to consent to the disclosure; 2) the information will be used to facilitate the enrollment of eligible children for fee waivers; and 3) the decision to disclose or not disclose will not affect their children's eligibility for free and reduced price meals or free milk.
 - c. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - d. The student's family receives Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) funding and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
 - e. The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah

Division of Child and Family Services or the Utah Juvenile Justice Department.

- f. The student is designated McKinney-Vento by the LEAs liaison. Consistent with the McKinney-Vento Act and Edda Title VII, Part B, any student designated McKinney-Vento by the LEA liaison will not require further documentation.
2. A school shall ensure that a fee waiver or other provision in lieu of a fee waiver is available to any student whose parent is unable to pay.
 - a) A Fee Waiver Administrator may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
 - b) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for a fee waiver.
 - c) Verification may be collected as appropriate for the situation.

G. Notification of Eligibility

1. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
2. The Fee Waiver Administrator shall retain the fee waiver application but shall not retain copies of the required fee waiver verification documents but will keep the following information as a log or record:
 - a) The school year the request was submitted;
 - b) Whether the request was approved or denied;
 - c) The date it was approved or denied;
 - d) The name and position of the person who reviewed the application; and
 - e) The type of documentation used to verify eligibility.
3. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
 - a. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the school's appeal process.

H. Appeal of Fee Waiver Denial

1. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to school director or an administrator serving at a

level higher than the Fee Waiver Administrator who was not a party to the original decision within 10 school days of receiving notice of denial.

2. The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the principal to discuss the parent's concerns.
3. The requirement that the fee be paid is suspended during any period which an
4. appeal of denial of a fee waiver is in process.
5. If after meeting with the school director the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the school director.

I. Fee Waivers for School Trips

1. In accordance with Utah Code 53G-7-504, the school shall waive the fee for at least one school trip per academic year for each student who is eligible for a fee waiver.
2. For the purposes of this policy, a "trip" is defined as a school-sponsored activity that includes at least one overnight stay.
3. An eligible student may receive fee waivers for up to two school trips per academic year.
4. To receive a waiver for a second school trip within the same academic year, the student shall be required to complete an "Action Plan." The Action Plan may include a requirement for the student to perform a relevant service or provide a contribution in lieu of the fee, as determined by the Fee Waiver Administrator. The Action Plan shall not be unnecessarily burdensome and will be tailored to the student's age and ability.
5. If a student is unable to complete an Action Plan due to circumstances beyond their control, the Fee Waiver Administrator may grant the second waiver without the completion of the plan.

IX. COLLECTION OF SCHOOL FEES

- A. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
- B. A student may not collect or receive student fees from other students or parents.
- C. A school may pursue reasonable methods for collecting student fees, but may not, because of unpaid fees:
 1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or Gateway Academy during the regular school day;
 2. refuse to issue a course grade; or
 3. deny a former or current student receipt of official student records, including written or

electronic class schedules, grade reports, diplomas, or transcripts.

- D. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
- E. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
- F. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with [Utah Code 53G-8-212\(2\)\(a\)](#).
- G. Notwithstanding Subsection F, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

X. DONATIONS IN LIEU OF FEES.

- A. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or Gateway Academy and receipt of the donation will not affect participation by an individual student.
- B. A donation is a fee if a student or parent is required to donate as a condition of the student's participation in an activity, class, or program.
- C. Gateway Academy level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
- D. Gateway Academy shall direct donations provided to the Gateway Academy through the school in accordance with policies governing Gateway Academy.
- E. If Gateway Academy or a school accepts a donation, Gateway Academy shall prevent potential inequities in schools within the LEA when distributing the donation.

XI. SCHOOL REPORTING REQUIREMENTS

- A. An LEA shall follow the general accounting standards described in Rule R277-113 for the treatment of fee revenue.
- B. Each school shall maintain records and submit documentation to USBE annually, a summary of:
 - 1. the number of students in the given fee waivers;
 - 2. the number of students who worked in lieu of a waiver;
 - 3. the number of students denied fee waivers; and
 - 4. the total dollar value of student fees waived by the school;

XII. TRAINING

The Executive Director shall provide annual training for Gateway Academy and school employees on fee-related policies enacted by the Board specific to each employee's job function.

USB E FORMS

[Fee Waiver Forms](#) (Link to USB E School Fee Forms Page)

Board Reviewed and Approved:

05/18/2022

03/23/2023

02/22/2024

01/23/2025

02/26/2026