

### **STUDENT FEE POLICY**

The Board of Education of Arapahoe Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses that are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "XIV," which provides further specifics of student fees and materials required of students for the 2020-2021 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### **MEAL CHARGE POLICY:**

Each school will notify the student, parent, or guardian that the balance is getting low when the balance is close to a negative \$10. If the balance becomes a negative \$20, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services, or a sack lunch may be brought from home.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### COLLECTION OF DELINQUENT MEAL CHARGE DEBT:

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

### GUIDELINES FOR NON-SPECIALIZED ATTIRE:

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### PERSONAL OR CONSUMABLE ITEMS & MISCELLANEOUS:

#### *Extracurricular Activity:*

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

#### COURSES:

##### General Course Materials.

Items necessary for students to benefit from courses will be made available by the District during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

#### DAMAGED OR LOST ITEMS:

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damage to school property where such damage is 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 or damaged by the student.

#### MATERIALS REQUIRED FOR COURSE MATERIALS:

Students are permitted to and may be encouraged to supply materials for course projects. Some course projects, such as projects in art and shop classes, may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

#### MUSIC COURSE MATERIALS:

Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

#### PARKING:

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damage for damage caused with or to vehicles or for failure to comply with school parking rules.

### EXTRACURRICULAR ACTIVITIES:

Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. 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. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheer leading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. 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. Equipment that 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. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. Any fees for participation in extra-curricular activities for the 2020-2021 school year are further specified in Appendix XIV Admission fees are charged for extracurricular activities and events.

## Parent-Student Handbook

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### POSTSECONDARY EDUCATION COSTS:

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, 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 post-secondary educational institution.

### TRANSPORTATION COSTS:

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.

### COPIES OF STUDENT FILES OR RECORDS:

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. 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 imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

### PARTICIPATION IN BEFORE-AND-AFTER-SCHOOL OR PRE-KINDERGARTEN SERVICES:

Students are responsible for fees required for participation in before-and-after- school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

### PARTICIPATION IN SUMMER SCHOOL OR NIGHT SCHOOL:

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

### **Breakfast and Lunch Programs**

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. Students are also responsible for the cost of food, beverage, 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, or the like. Students may be required to bring money or food for field trip lunches and similar activities. No foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to after serving breakfast or lunch.

### **FEE WAIVER POLICY:**

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 (Policy No. 5416.F1) or be provided the necessary materials or equipment without charge for:

1. participation in extracurricular activities and
2. use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

### **DISTRIBUTION OF POLICY:**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for 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 every student of the District or to every household in which at least one student resides, at no cost.

### **STUDENT FEE FUND:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. participation in extracurricular activities,
2. post-secondary education costs, and
3. summer school or night school.

## APPENDIX XIV Fees

Program	General Description of Fee or Material	\$ _____ Amount of Fee (Anticipated or Maximum) <sup>b</sup> or Specific Material Required
<b>Elementary Program</b>		
School Meals		<u>Grades (PREK - 6 )</u> <u>Breakfast = \$1.80</u> <u>Lunch = \$2.95</u> <u>Milk = \$0.25</u> <u>Seconds = \$1.20</u>  Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Physical Education classes	Appropriate clothing	Tennis shoes ( <b>You may apply for a grant to assist with purchase of second pair</b> ) and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Band Fee: Instrument Rental Fee if needed.  Student will be responsible for the cost of the following as needed: Uniform Cleaning Uniform Altering (if needed)  Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.  Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. Instrument Rental: Percussion \$15/Semester Woods or Brass \$30/Semester  Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	<u>No Fee</u> : for necessary classroom supplies. These will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	<u>No Fee</u> : for costs of school sponsored, class-related field trips. These will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Black & White (when charges apply): Ten cents (\$0.10) per page single sided. Fifteen (\$0.15) for double sided. Color (when charges apply): Fifteen (\$0.15) per page single sided. Twenty (\$0.20) per page double sided)

Secondary Program	General Description of Fee or Material	\$ _____ Amount of Fee (Anticipated or Maximum) or Specific Material Required
School Meals		<p>Grades 7-12</p> <p>Breakfast = \$2.00</p> <p>Lunch = \$3.20</p> <p>Milk = \$0.25</p> <p>Seconds = \$1.20</p> <p>Ala-carte = Item Specific (cash sales only)</p> <p>Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</p>
Physical Education Classes	Appropriate clothing	Tennis shoes ( <b>a pair of tennis shoes designated only for gym use is required. You may apply for a grant to assist with purchase of second pair</b> ) and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	<p>Appropriate clothing (non-specialized attire)</p> <p>Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.</p>	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	<p>Band Fee: Instrument Rental Fee if needed.</p> <p>Student will be responsible for the cost of the following as needed:</p> <ul style="list-style-type: none"> <li>• Uniform Cleaning</li> <li>• Uniform Altering (if needed)</li> <li>• Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.</li> <li>• Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.</li> </ul> <p>Instrument Rental:</p> <ul style="list-style-type: none"> <li>• Percussion \$15/Semester</li> <li>• Woods or Brass \$30/Semester</li> </ul> <p>Limited instruments available for use by any student.</p>
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Computer Rental		\$35.00 per year. Student is responsible for all damage not covered in the rental agreement.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	<p>Black &amp; White (when charges apply):</p> <p>Ten cents (.10) per page single sided.</p> <p>Fifteen (\$0.15) for double sided.</p> <p>Color (when charges apply):</p> <p>Fifteen (\$0.15) per page single sided.</p> <p>Twenty (\$0.20) per page double sided)</p>

Post-secondary education classes	Tuition and fees for college courses taken for credit.	<u>No Fee</u> Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$100.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	The ACT is a state assessment and the initial cost of the ACT is covered for all Juniors. Additional Attempts for the ACT or taking the PSAT will not be paid for by the district and the cost will need to be paid directly to the private company.
Summer School Courses	Classes offered during the summer, or at night, if any	\$100 deposit for per credit recovery course with \$50 to be refunded upon successful completion of the course. Driver Ed = \$190-\$290
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
Admission	Spectator fees for admission to events	\$5.00 per Adult \$4.00 per Student. APS students will receive a pass for all non-tournament home events; For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies and is payable directly to student's physician or clinic.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:
		Basketball
		No additional
		Football
		Mouthpiece
		Golf
		Golf bag & Clubs
		Speech
		Dress attire; copies of research
Travel meals	Meals	Track
		No additional
		Volleyball
		Volleyball knee Pads
		Wrestling
Locker use	Padlock for locker	Wrestling head Gear
		Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Band Fee: Rental Fee if needed. Student will be responsible for the cost of the following, as needed: Uniform Cleaning

		<p>Uniform Altering (if needed)</p> <p>Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.</p> <p>Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.</p> <p>Instrument Rental:</p> <p>Percussion \$15/Semester</p> <p>Woods or Brass \$30/Semester</p>
Vocal and Music Group	Coordinating group attire	HS Vocal fee = \$6 (robe cleaning) Students will pay for outfits selected by the group. Cost will be a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to Dances	\$5.00 per person (except Prom and Homecoming).
Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook page, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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