

Rockwell Charter High School

Fee and Fee Waiver Policy

Approved 4/11/2023

SCHOOL FEES

1. Purpose: to provide free, quality education that is accessible to all students at Rockwell. It is the policy of Rockwell to comply with state laws that regulate the charging of school fees.
2. Procedure
 - a. All fees charged or assessed in connection with any class or school sponsored activity, including extracurricular activities, shall be set and approved by the Rockwell's School Board in 2 public meetings.
 - i. The fee schedule and fee policy must be approved by the Board of Education and will be distributed with registration material to all parents and guardians each year and via email.
 - ii. No school or employee may impose a fee or charge upon any student unless it has been authorized by the Rockwell's School Board.
3. Definitions
 - a. Fee: Any charge, deposit, rental, or other mandatory payment from a school or teacher, however designated, whether in the form of money or goods. For purposes of this policy, charges related to the National School Lunch Program are not fees.
 - b. Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. (Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.)
 - c. Provision in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.
 - d. Textbook: Book, workbook, materials, computer hardware, software, and/or digital content, which are required for participation in any instructional course.
 - e. Optional Project: An additional discretionary project chosen in lieu of or in addition to a required classroom project.
4. Fee Waivers
 - a. Anyone can apply for a fee waiver. Documentation is needed to show the need for a fee waiver.
 - b. All fees must be waived for eligible students for any class, program, or activity provided, sponsored, or supported by the governing board.
 - c. If a family's financial circumstances improve enough during the year that they are no longer eligible for fee waivers, then they will be charged for a proportional share of the fees for the remainder of the school year.
 - d. If the granting of waivers and alternatives to waivers produces significant inequities through unequal impact on individual schools, balancing of those inequalities will take place.
 - e. No present or former student may be denied receipt of transcripts or diploma for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating or mailing.
 - f. Process for collecting fees and verifying eligibility for waivers:
 - i. The process of applying for fee waivers should be handled confidentially and without discrimination. Student aides should never assist in the fee waiver process.
 - ii. Parents/guardians may provide consent for the disclosure of their student(s) NSLP eligibility status. The parent/guardian must provide a signed and dated written consent form. Information will not be shared with any entity or program. Refusing to sign a consent form will not affect eligibility for or participate in the school lunch program.
 - iii. All fee payments will be suspended for an applicant until the school has determined eligibility for fee waivers or until an appeal process for denied fee waiver application.
 - iv. If a student's family qualifies for waivers, the student will be eligible to receive the waiver of fees, unless he/she prefers some alternative to the waivers.
 - g. Alternative methods of paying fees:
 - i. If the parent or guardian of an eligible student asks to pay fees in installments instead of having fees waived, an alternative method of payment can be arranged. Installment payments may be:
 1. Payment-in-full in installments.
 2. Payment-in-part in installments.

h. Service In-Lieu of Fees

- i. Work or service alternatives must be administered according to the following guidelines:
 1. The work program must be administered fairly, is not demeaning and is not discriminatory. A student who performs this work may not be treated differently than other students who pay a fee.
 2. The work is appropriate to the age, abilities (physical and maturity), and situation of the student.
 3. The work is a fair exchange of time for the value of fees to be waived.
 4. The work is at least equal to the minimum wage for each hour of service
 5. The work does not place an unreasonable burden on the student or the student's family.
 6. All work is in accordance with the state and federal laws, including
 - a. Section 53G-7-504;
 - b. Federal Fair Labor Standards Act, 29 U.S.C 201.
 7. Rockwell shall transfer a student's service credit to another LEA upon request of the student.

5. Appeals

- a. Procedures in case of disagreements between the school and the parents. If the waiver is denied and the parents/guardians disagree with the decision, the following procedure should be used.
 - i. The school representative will then explain the appeal process.
 - ii. The parents/guardians fill out the appeal form and submit it to the school's Director.
 - iii. The Director shall respond within one week (5 working days).
 - iv. If the party is not satisfied with the decision or the Director has not responded within one week (5 working days), the appellant may file the appeal with the Rockwell's School Board.
 - v. The Board shall respond within two weeks (10 working days).

6. Alternatives to fees that schools may use.

a. Fundraisers

- i. All students should be given an opportunity to participate, and all participants should share in the earned benefits. Parents of students who choose to not participate in the fundraiser will be notified of the consequences. (This information will be given out before the fundraiser has begun so all parents are aware of the benefits and consequences of the fundraiser.)
- ii. Participating in the fund-raiser should never result in a stigma or overburden or demean any student.
- iii. Good-faith effort should be used to qualify a student; not the achievement of a sales quota.
- iv. Required fundraising shall benefit the team, group, or organization. An LEA may not deny a study membership on a team or group based on the students' non-participation in the fundraiser.

b. Donations

- i. Are permissible, but all such requests must clearly state that donations are voluntary.
 1. A donation is a fee if a student must make a donation to participate.
 2. No student may be excluded from an activity or program because he/she did not make a donation.

7. The current fee schedule can be found online at www.rockwellhigh.net.