

STUDENT FEE WAIVER APPLICATION

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

**ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED
FOR THE FEE WAIVER APPLICATION TO BE PROCESSED**

Date Completed: _____

Name of Parent/Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent/guardian: _____

Specific fees, equipment, or attire to which this waiver applies:

Administrator's signature: _____

****NOTE: APPLICATION FOR FREE / REDUCED LUNCHES MUST BE ON FILE BEFORE FEE WAIVER CAN BE PROCESSED.**

Introduction

The Board of Allen Consolidated 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. That generally means that the District's policy is to provide free instruction for courses which 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and similar items), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, class materials for projects which the student may keep, and college tuition or fees for college credit or for classes taken off campus), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and similar items), and assisting with special programs, such as field trips, summer school, school dances, and plays. 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.

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. Parents, guardian, and students are encouraged to contact their building administration for their teachers or activity sponsors for further specifics.

1. Guidelines for Clothing Required for Specialized Courses and Activities

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, course, 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 that 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-physics 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 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.

2. Personal or Consumable Items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, pens, paper, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, calculators and protractors for math classes) may be available to the students by the District, but students may also be encouraged to purchase their own such equipment or supplies of their own use after school hours or for use during the school day due to the limited number of District items available to the students. Such materials are subject to the District's fee waiver policy.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents/guardians 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.

3. Materials Required for Course Projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

4. Extracurricular Activities—Specialized Equipment or Attire

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.

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 music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable use cost for such equipment or attire.

5. Extracurricular Activities—Fees for Participation

The District does not generally charge fees for participation in extracurricular activities.

6. Postsecondary Education Cost

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" mean 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 educational education credit or a course being taken as part of approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or fees associated with obtaining credits from a postsecondary educational institution.

7. 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.

8. 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 costs 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.

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

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

10. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school (Driver's Education) or night school. No fee is required for the Summer Reading Program. Students are also responsible for off-campus or correspondence courses.

11. Breakfasts and/or Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and/or lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

12. 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 and reduced priced 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, (2) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced lunch program is not required to qualify for this waiver.

13. 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. The Student Handbook or its equivalent shall be provided to students of the District at no cost.

14. 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.

15. Fee Schedule/Timeline for Application of Waiver

The following have been established based on the fees of the previous school year:

Class Dues:	For grades 7, 8, 9, 10, 11, and 12
Choir:	No fees at this time
Swing Choir:	Not active at this time, would be under waiver policy
Jazz Band:	Shoe Expense
Football:	Only if Jersey fee required
Basketball:	Only if shooting shirt required
Graduation:	No fees are charged for graduation. However, fund raisers are conducted by the senior class for expenses associated with graduation. Students who do not participate in the fund raising campaigns will need to pay for these expenses. Student's purchase of graduation robes would come under this policy.

Industrial Technology/Art Classes Materials charge may be assessed to students. The finished projects become the property of the student(s).

A waiver form will be provided for every household that qualifies for free and reduced lunches. Forms will be available in the Superintendent's office for other individuals who are interested in applying. Forms must be returned to the Superintendent's office within thirty (30) calendar days after the beginning of the school year. Individuals who experience changes in income, family status, or other qualifying conditions, may contact the Superintendent's office for a waiver form at any time during the school year. Students who enroll at Allen Consolidated Schools during the school year will have thirty (30) calendar days from their enrollment date to complete and submit the waiver form.

Adopted: 09/2002

Reorganized:

Last Review: 10/14/2024