

Student Fee Guidance

Colorado Revised Statute 22-32-117, District Policy JQ (Student Fees and Charges), and district procedures allow the collection of certain fees abiding by the following rules:

1. Fees shall be necessary to support student achievement (CRS 22-32-117).
2. Fees should be reasonably related to the actual cost of the item retained by the student or service provided (CRS 22-32-117 and District Policy JQ).
3. Fees shall benefit the students currently enrolled in the class and should not be used for any other purpose (CRS 22-32-117).
4. Schools may not charge a fee as a condition of enrollment in school or as a condition of attendance in any class (CRS 22-32-117).
5. District Policy JQ categorizes fees as either mandatory which is generally for K-12 educational purposes during the school year OR voluntary which are optional fees for preschool tuition, summer school tuition, optional testing, and non-instructional items such as yearbooks, clothing, and after school activities.
 - a. Non-free/reduced students are required to pay both mandatory and voluntary fees. If parents refuse to pay, principals may use the following methods to enforce payment:
 - i. Withhold yearbook and/or clothing for a period of time if the item has already been paid for.
 - ii. Withhold the right to purchase a parking permit.
 - b. Mandatory fees are waived for students who qualify for free/reduced lunch per the chart below (District Policy JQ). Voluntary fees are not waived. If parents of free/reduced students wish to pay something towards fees, they should make a donation to the school.
6. Fines for damaged, lost or stolen items may be assessed to all students. If parents refuse to pay, Principals may use the methods listed above in bullet point 5A.
7. Fee names should be descriptive (i.e. 1st grade math workbook, 3rd grade art supplies, PE uniform, AP Test).
8. It is recommended that Principals consult their Community Superintendent when adding new fees.
9. A list of student fees, how the amount of each fee was derived, and the purpose of the fee shall be made available upon request (CRS 22-32-117). Fees schedules for the following year must be completed before leaving for Spring Break. The Board of Education does approve student fees so after Spring Break any additions/changes must be within approved fee ranges. Student fee information can be found on Jeffco Schools public webpage

https://www.jeffcopublicschools.org/about/finance/student_fees

The statute and policy allow the collection of the following categories of fees and associated fee waiver requirements for each category:

Fee Category	Fee Detail	Required to be Waived for Free/Reduced Students
Consumable items retained by student	Workbooks, textbooks, classroom supplies, planners/agendas, FACS, Art Fees, PE fees, Tech Ed, online materials/access, subscriptions/magazine (Weekly Readers, TFK, Scholastic), Instrumental Music T-shirts, Software (A-Z Reading, Discovery Ed, etc.- for student's own access), art materials such as clay; PE uniforms	Yes
Use fees/materials retained by the student for electives	Use fees for PE courses such as bowling and golf; music accompanist; uniform cleaning for marching band; vocal ensembles	Yes
Advanced Placement and International Baccalaureate	Materials and testing fee	Yes
Computing device	Purchase of personal devices such as Chromebook and ipad	Yes
School based use fees	On-line subscriptions and app fees	Yes
District wide use fees	Parking, athletic sport, technology, music instrument rental, full day kindergarten, Outdoor Education Lab - Fee is determined by central staff - Fee is the same for all schools (except for OEL) which is on a sliding scale	Yes
Field trips	Cost of venue and transportation for day and overnight trips that are required	Yes
Voluntary participation fees	Preschool, before/after school childcare, summer school, credit recovery, optional testing/proctoring (PSAT, Aspire) after school enrichment programs, dances, plays, participation in plays, clubs, graduation venue rental, class of 20XX fee, gifted/talented early access fee	No
Voluntary purchased items	Yearbook, athletic pass, student transcript, class rings, clothing, etc.	No

Consumable Items Retained by the Student

Fees should be reasonably related to the actual cost of the item **retained by the student (see Fee Purpose Descriptions and Account Numbers 2023-24)**. **DO NOT** charge a fee for basic classroom consumable supplies **UNLESS** the items are **retained by the student**. Steps for determining fee amount:

1. Determine the total cost of the item (including shipping) that will be **retained by the student**.
2. If the Campus Activity Fund program for the class has a positive carry forward balance due to overcharging in previous years or assessed fines, you should lower the fee to use up the balance.
3. Divide the cost of the item by the number of students in the class.
4. Create a fee for the cost of the item for each class.
5. The cost of other supplies for the class (those not retained by the student) and waived fees for free/reduced students should be covered by the school's general fund budget.

Fees for MS/HS Electives

Fees for physical education electives such as bowling and golf should be reasonably related to the actual cost to participate. Fees for PE equipment repair/maintenance or for consumable supplies not retained by the student are **NOT ALLOWED**. Fees for art supplies are allowed because the end product is retained by the student. Fees for music are also allowed if the items are retained by the student. Steps for determining the fee amount:

1. Determine the total cost to participate or cost of supplies.
2. If the Campus Activity Fund program for the class has a positive carry forward balance due to overcharging in previous years or assessed fines, you should lower the fee to use up the balance.
3. Divide the cost by the number of students in the class.
4. Create a fee for the cost for each elective.
5. The cost of waived fees for electives for free/reduced students should be covered by the school's general fund budget.

Advanced Placement Testing

Fees for advanced placement tests are determined by the [College Board](#) which does include an additional amount to cover the cost of proctors. The cost of waived fees for AP tests for free/reduced students should be covered by the school's general fund budget if needed.

International Baccalaureate Testing

Fees for international Baccalaureate programs are determined by the [International Baccalaureate Organization](#). The cost of the waived fees for IB costs for free/reduced students should be covered by the school's general fund budget if needed.

District Wide Use Fees

Fees for district wide programs such as 1:1 device fee, technology, parking, and Outdoor Lab are set by the district. **DO NOT** charge an additional use fee unless it is for items **retained by the student** such as Outdoor Lab project supplies/enrichment activities.

Required Instructional Field Trip Fees

Fees for field trips including required transportation should be reasonably related to the actual cost.

Voluntary Participation Fees

Voluntary participation fees should be reasonably related to the actual cost of the program or activity. There shouldn't be large carry forward balances in these programs for these activities. If there are large carry forward balances in these programs, consider reducing the amount of the fee going forward until the balance is spent.

Voluntary Purchased Items (Non-Fundraiser)

Fees for items such as yearbooks, athletic pass, spirit wear, and student transcripts should be reasonably related to the actual cost of the items. There shouldn't be large carry forward balances in these activity programs. If there are large carry forward balances in these programs, consider reducing the fee to spend down large balances.