

SECTION II

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STUDENT FEES FOR 2017-2018

Preschool		\$ 371.00 per month
		\$ 3339.00 per year
Elementary School	Textbook Fees - K-5 (full-time)	\$ 75.00 per student
	Instrument Rental - All Including Percussion	\$ 50.00 per year
Middle School	Textbook Fees	\$ 90.00 per student
	Student Assignment Notebook (if vendor produced)	\$ 5.00 per student
	Instrument Rental - All Including Percussion	\$ 50.00 per year
	Music Uniform Cleaning *	\$ 8.00 per activity
	Replacement Student Assignment Notebook (if vendor produced) *	\$ 5.00 per student
	Replacement ID *	\$ 3.00 each
	Replacement Lanyard *	\$ 2.00 each
	Replacement Music *	varies based on cost
	Replacement Polar Heart Monitor Strap *	\$ 15.00
	Replacement Social Studies Interactive Notebook *	\$ 6.00 each
High School	Textbook Fees	\$ 90.00 per student
	Student Assignment Notebook (if vendor produced)	\$ 5.00 per student
	Activity Pass *	\$ 30.00 per student
	Cap and Gown Fee	\$ 25.00 per student
	CNA Students - Background Check	\$ 20.00 per student
	Color Guard - New *	\$ 60.00
	Color Guard - Flag/Materials Replacement Fee *	\$ 25.00
	Concert Tux Shirt for Band, Choir, or Orchestra - one time purchase (boys only) *	\$ 30.00 per student
	Driver Education	\$ 349.00
	Instrument Rent (Band & Orchestra)	\$ 50.00 per year
	Marching Band Shoes - one time purchase *	\$ 25.00 per pair
	Music Uniform Cleaning and Maintenance *	\$ 30.00 per uniform
	Replacement Student Assignment Notebook (if vendor produced) *	\$ 5.00 each
	Replacement ID *	\$ 3.00 each
	Replacement Lanyard *	\$ 2.00 each
	Replacement Music *	varies based on cost
	Replacement Polar Heart Monitor Strap *	\$ 15.00
	Replacement Safety Glasses *	\$ 3.00 per pair
	Student Parking Permit *	\$ 40.00
	Student Parking Permit Second Semester (if available) *	\$ 20.00
Hempstead High School	New Student Band Fee *	\$ 55.00 per student
Transportation	Seats Available	\$ 310.00 per year
Home School Students	K-12 (per course support fee) *	\$ 12.00 per course
	ITP Testing * Dual Enrolled Students	no charge
	ITP Testing * Home School Assistance Program and Dual Enrolled Students	no charge
Driver Education	District Students	\$ 349.00
Credit Recovery Workshop *		\$ 25.00
Miscellaneous Fees *	Returned Check Charge	\$ 20.00 per item
	Transcript Fees	\$ 7.00 first copy
	Additional Transcripts Obtained at Same Time as First Copy	\$ 1.00 per copy

* NOT SUBJECT TO FEE WAIVER

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TEXTBOOK CARE GUIDELINES

Per Iowa Code 301.1:

3. As used in subsection 2, "textbooks" means any of the following:
 - a. Books and loose-leaf or bound manuals, systems of reusable instructional materials or combinations of books and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process.
 - b. Electronic textbooks, including but not limited to computer software, applications using computer-assisted instruction, interactive videodisc, and other computer courseware and magnetic media.
 - c. Laptop computers or other portable personal computing devices which are used for nonreligious instructional purposes only.

Textbooks are an important part of the basic school curriculum and constitute a major District expenditure. It is imperative that both students and teachers consistently strive for good textbook care which will maximize textbook usefulness.

The following guidelines have been established for the Dubuque Community Schools:

Accounting System

The teacher is responsible for monitoring the condition of classroom textbooks and for reporting to the textbook control person unusual textbook damage. At the end of each semester/trimester, an inspection of the textbooks should be made in order to preserve the life of the book.

Care of Textbooks

Students will be responsible for covering and maintaining covers on books frequently used in class and those books which are taken from school. Guidelines for good book care include:

- Keep pages free from writing and drawing
- Use a paper bookmark to mark your place. Thick, hard objects such as pencils will break the spine of the book.
- Avoid forcing or throwing books in lockers or desks.
- If pages of a book are torn, give the book to the teacher for repair.

Damage of Textbooks

Permanent Marks/Major Repairs: Students will be charged the current publisher or vendor replacement cost.

Principals and School Business Managers will attempt to settle all student financial matters prior to the issuance of a student's final report card of the school year. Report cards may not be held if the student account is delinquent or the family is unable to meet their financial obligation. Any monies paid on a student account are to be credited to that student's oldest financial obligation. **i.e., a current payment for a yearbook would be credited to a book bill from the current or an earlier school year.**

STUDENT FINES

Lost Textbooks / Materials

Refer to definition of textbooks.

Students will be charged the current publisher or vendor replacement cost for lost textbooks/materials.

Refunds will only be given for books lost and paid for during the current school year and previous school year. Refunds for lost books that were paid for before the previous school year will not be distributed and will be deleted in Destiny.

Payment of Fines / Fees

All student accounts must be in good standing (fines/fees paid) before a student can participate in a school-sponsored out-of-state or out-of-country trip.

Rebound Textbooks

\$12.25

Replacement Cost for Lost Calculators

Students will be charged the current replacement cost for lost calculators.

Saturday School

A \$60.00 fine will be charged to students who do not attend a scheduled Saturday school session.

LAPTOP PROTECTION AND FINE OVERVIEW

ANYTIME, ANYWHERE LEARNING INITIATIVE

The Dubuque Community School District (DCSD) recognizes that with the implementation of the Anytime, Anywhere Learning initiative there is a need to protect the investment of the district-issued, student assigned laptop and/or accessories.

The following outlines the various areas of protection provided by the district: Original Equipment Manufacturer (OEM) warranty, break/fix protection and corresponding obligations regarding use of the laptop and/or accessories by the student.

THEFT, LOSS OR FIRE

The OEM Warranty or the BREAK/FIX PROTECTION referenced above does not cover Dubuque Community School District laptops and/or accessories that are stolen, lost or damaged by fire. The student/parent will be responsible for incurring any replacement costs (not to exceed \$600.00) of the district-issued, student assigned laptop and/or accessories should it be stolen, lost or damaged. Students/parents may wish to carry their own personal insurance to protect the laptop and/or accessories in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the laptop and/or accessories.

INTENTIONAL DAMAGE

Students/Parents are responsible for full payment of intentional damages to district-issued, student assigned laptops. OEM Warranty or the Dubuque Community School District's Break/Fix Protection DOES NOT cover intentional damage of the laptop and/or accessories. Officials with the Dubuque Community School District will make the determination regarding intentional damage of the district-issued, student assigned laptop and/or accessories.

The following table is an estimate for pricing related to intentional damage:

PART / REPAIR	FINE
Damaged LCD Touchscreen	\$ 143.00
Damaged LCD Touchscreen Cables	\$ 11.00
Damaged LCD Touchscreen Cover	\$ 25.00
Damaged Display Hinge	\$ 11.00
Damaged Display Hinge Cover	\$ 10.00
Damaged Keyboard (e.g. missing keys)	\$ 85.00
Damaged Touchpad Palm and Buttons	\$ 32.00
Damaged/Lost Power Adapter - Complete Charger	\$ 46.00
Damaged/Lost Power Adapter - 3 Prong Power Cord	\$ 35.00
Damaged/Lost Battery	\$ 52.00
Damaged Laptop Casing/Housing - Bezel	\$ 10.00
Damaged Laptop Casing/Housing - Base	\$ 19.00
Damaged Input Ports - DC Power Board	\$ 13.00
Damaged Input Ports - USB/Audio Board	\$ 14.00
Damaged Motherboard	\$ 525.00
Damaged Power Button Board	\$ 19.00
Damaged Web Camera	\$ 17.00
Damaged Speakers	\$ 17.00
Damaged Wireless Card	\$ 58.00
Damaged/Lost Laptop Case/Backpack	\$ 20.00
Missing/Removed Asset Tags & Other Identification Labels	\$ 5.00
Damaged/Lost Impact Shield	\$ 20.00
Misc. - Plastics, Screw and Cable Kits	\$ 26.00

NOTE: All costs of repairs, parts and fines incurred to perform the repairs are at the sole discretion of the Dubuque Community School District, the OEM and the District's supplemental coverage provider. Depending on the severity to the unit, a fine may be assessed to the student/parent to replace the laptop and/or accessories at a cost not to exceed \$600.00.

CHARGE AND REFUNDS FOR STUDENTS LEAVING THE DISTRICT

Refunds for students leaving the Dubuque Community School District system can only be issued after they have returned books and materials and paid outstanding fines or fees. Instrument rental refunds are based on the refund percentages shown below. After the first week of school, all fee refunds will be prorated by the appropriate month. Refunds must be requested during the current school year. Refund requests for past school years will not be accepted.

There will be no refunds on Activity Passes, Assignment Notebooks, or Student Parking Permits.

Refunds are issued to students who are transferring to another school system under the assumption that a partial fee will be assessed by the school in which the student will enroll. Refunds may also be issued to early graduates upon their request.

GRADE LEVEL	CHARGE		REFUND		
	Waiver 60% Fee	No Waiver 100% Fee	Waiver 60% Fee	No Waiver 100% Fee	
K - 5 * (full-time)					
First Week of School	\$ 45.00	\$ 75.00	\$ 45.00	100%	\$ 75.00
September	\$ 45.00	\$ 75.00	\$ 36.00	80%	\$ 60.00
October	\$ 45.00	\$ 75.00	\$ 31.50	70%	\$ 52.50
November	\$ 45.00	\$ 75.00	\$ 27.00	60%	\$ 45.00
December	\$ 45.00	\$ 75.00	\$ 22.50	50%	\$ 37.50
January **	\$ 45.00	\$ 75.00	\$ 18.00	40%	\$ 30.00
February **	\$ 22.50	\$ 37.50	\$ 13.50	30%	\$ 22.50
After February	\$ 22.50	\$ 37.50	\$ ---	0%	\$ ---
Middle School *					
First Week of School	\$ 54.00	\$ 90.00	\$ 54.00	100%	\$ 90.00
September	\$ 54.00	\$ 90.00	\$ 43.20	80%	\$ 72.00
October	\$ 54.00	\$ 90.00	\$ 37.80	70%	\$ 63.00
November	\$ 54.00	\$ 90.00	\$ 32.40	60%	\$ 54.00
December	\$ 54.00	\$ 90.00	\$ 27.00	50%	\$ 45.00
January **	\$ 54.00	\$ 90.00	\$ 21.60	40%	\$ 36.00
February **	\$ 27.00	\$ 45.00	\$ 16.20	30%	\$ 27.00
After February	\$ 27.00	\$ 45.00	\$ ---	0%	\$ ---
High School *					
First Week of School	\$ 54.00	\$ 90.00	\$ 54.00	100%	\$ 90.00
September	\$ 54.00	\$ 90.00	\$ 43.20	80%	\$ 72.00
October	\$ 54.00	\$ 90.00	\$ 37.80	70%	\$ 63.00
November	\$ 54.00	\$ 90.00	\$ 32.40	60%	\$ 54.00
December	\$ 54.00	\$ 90.00	\$ 27.00	50%	\$ 45.00
January **	\$ 54.00	\$ 90.00	\$ 21.60	40%	\$ 36.00
February **	\$ 27.00	\$ 45.00	\$ 16.20	30%	\$ 27.00
After February	\$ 27.00	\$ 45.00	\$ ---	0%	\$ ---

* Includes all special education

** Students enrolling for the 2nd semester should be charged the reduced February fee. Refunds are for 1st semester students.

FEE WAIVER BENEFITS

Students are eligible to have certain fees waived for those families that meet the federal income guidelines, are considered homeless, are in foster care, or participate in the following programs: Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP), or Temporary Assistance for Needy Families (TANF). Fee waiver eligibility is based on the federal household income chart (or other eligibility factors). Decision to grant a waiver of fees will be in compliance with the Code of Iowa Chapter 281 and the Iowa Administrative Rules, Chapter 18, School Fees.

Student fees subject to waiver are district textbook, cap and gown, instrument rental, CNA background check, and driver education (one time only).

The Fee Waiver Benefits form is included as part of the Free and Reduced-Price Meals Application or the Community Eligibility Provision (CEP) Form.

If you apply for a fee waiver, do not pay fees until eligibility is determined. Please note that some fees are not subject to a fee waiver and are the responsibility of the parent/guardian. Once eligibility is determined, you will receive a statement listing any fees that you are responsible for.

MEAL PROGRAMS

The **Community Eligibility Provision (CEP)** is a federal provision that allows the district to offer breakfast and lunch at no charge to ALL students in participating schools, based on the school's overall population of low-income families. The following schools in the district are currently participating in the Community Eligibility Provision: Audubon, Fulton, Lincoln, Marshall, and Prescott Elementary Schools; and Thomas Jefferson Middle School.

At all non-CEP schools, students can still be considered for free and reduced-price meals by completing the **Free and Reduced-Price Meals** Application.

The Free and Reduced-Price Meals Application and the Community Eligibility Provision (CEP) Form can be completed online at www.dbqschools.org/mealprograms. Printed copies of the Free and Reduced-Price Meals Application, and the Fee Waiver Benefits form, are also available at any school.

NOTE: To apply for a fee waiver, families must complete one of these forms to determine eligibility.



Fee Waiver Benefits Form

The form is included as part of the Free and Reduced-Price Meals Application or the Community Eligibility Provision (CEP) Form, which are available at www.dbqschools.org/mealprograms.

STUDENT PERMIT TO DRIVE TO SCHOOL

An Affidavit for a student to receive a license to drive to school may be obtained at the local Driver's License Bureau online at www.iowadot.gov/mvd/ods/school.htm. Also see www.iowadot.gov/mvd/ods/msl.htm.

Upon completing the affidavit from the Driver's License Bureau website, the student submits the affidavit to the school principal's office (who is the superintendent's designee) for approval. When signed by the Principal, it is to be returned to the Driver's License Bureau for processing.

In the case of both Hempstead and Senior, there is a parking application process and fee to be paid to park in a school lot. Please inquire at your high school for how to proceed with obtaining this permit.