

# FEES / WAIVER BENEFITS / PERMITS

## SECTION II

	<b>PAGE</b>
STUDENT FEES 2016-17 .....	3-4
CHARGE/REFUNDS FOR STUDENTS LEAVING THE DISTRICT .....	5
FEE WAIVER BENEFITS .....	6
STUDENT WORK PERMITS .....	6
STUDENT DRIVING TO SCHOOL PERMITS .....	6

### STUDENT FEES FOR 2016-2017

Preschool *		\$367.00 per month \$3303.00 per year
Elementary School	Textbook Fees - K-5 (full time) Student Assignment Notebooks (if provided) Instrument Rental - All Including Percussion	\$70.00 per student \$5.00 per student \$50.00 per year
Middle School	Textbook Fees Student Assignment Notebooks (if provided) Music Uniform Cleaning * Instrument Rental - All Including Percussion Replacement Social Studies Interactive Notebook * Replacement ID * Replacement Lanyard * Replacement Agenda - if District printed * Replacement Agenda - if company printed * Replacement Music * Replacement Polar Heart Monitor Strap *	\$85.00 per student \$5.00 per student \$8.00 per activity \$50.00 per year \$6.00 each \$3.00 each \$2.00 each \$2.00 each \$5.00 each varies based on cost \$15.00
High School	Textbook Fees Student Assignment Notebooks (if provided) Activity Pass * Replacement Safety Glasses * Cap and Gown Fee CNA Students - Background Check Student Parking Permit * Second Semester - if available Driver Education New Color Guard * Instrument Rent (Band & Orchestra) Music Uniform Cleaning and Maintenance * Marching Band Shoes - one time purchase * Concert Tux Shirt for Band, Choir, or Orchestra - one time purchase (boys only) * Replacement ID * Replacement Lanyard * Replacement Agenda - if District printed * Replacement Agenda - if company printed * Replacement Music * Replacement Polar Heart Monitor Strap *	\$85.00 per student \$5.00 per student \$30.00 per student \$3.00 per pair \$25.00 per student \$20.00 per student \$40.00 \$20.00 \$349.00 \$60.00 \$50.00 per year \$30.00 per uniform \$25.00 per pair \$30.00 per student \$3.00 each \$2.00 each \$2.00 each \$5.00 each varies based on cost \$15.00
Hempstead High School	New Student Band Fee *	\$55.00 per student
Transportation	(when seats are available)	\$290.00 per year

Home School Students	K-12 (per course support fee) * ITP Testing *	\$12.00 per course
	Dual Enrolled Students	No Charge
	Home School Assistance Program and Dual Enrolled Students	No Charge
Driver Education	District Students	\$349.00 per student
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

### 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 on above

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

Fines for this year's textbooks/materials returned by September 1 of the next school year will be deleted from the student's fee account. Textbooks/materials returned after September 1 will only receive a 50% reduction of the fine.

#### 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.

**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.

CHARGE		GRADE LEVEL	REFUND		
<i>Fee Waiver</i>	<i>No Waiver</i>		<i>Waiver</i>	<i>No Waiver</i>	
<i>60% Fee</i>	<i>100% Fee</i>		<i>60% Fee</i>	<i>100% Fee</i>	
<b>K-5* (full time)</b>					
\$42.00	\$70.00	First Week of School	\$42.00	100%	\$70.00
\$42.00	\$70.00	September	\$33.60	80%	\$56.00
\$42.00	\$70.00	October	\$29.40	70%	\$49.00
\$42.00	\$70.00	November	\$25.20	60%	\$42.00
\$42.00	\$70.00	December	\$21.00	50%	\$35.00
\$42.00	\$70.00	January **	\$16.80	40%	\$28.00
\$21.00	\$35.00	February **	\$12.60	30%	\$21.00
\$21.00	\$35.00	After February	---	0%	---
<b>Middle School *</b>					
\$51.00	\$85.00	First Week of School	\$51.00	100%	\$85.00
\$51.00	\$85.00	September	\$40.80	80%	\$68.00
\$51.00	\$85.00	October	\$35.70	70%	\$59.50
\$51.00	\$85.00	November	\$30.60	60%	\$51.00
\$51.00	\$85.00	December	\$25.50	50%	\$42.50
\$51.00	\$85.00	January **	\$20.40	40%	\$34.00
\$25.50	\$42.50	February **	\$15.30	30%	\$25.50
\$25.50	\$42.50	After February	---	0%	---
<b>High School *</b>					
\$51.00	\$85.00	First Week of School	\$51.00	100%	\$85.00
\$51.00	\$85.00	September	\$40.80	80%	\$68.00
\$51.00	\$85.00	October	\$35.70	70%	\$59.50
\$51.00	\$85.00	November	\$30.60	60%	\$51.00
\$51.00	\$85.00	December	\$25.50	50%	\$42.50
\$51.00	\$85.00	January **	\$20.40	40%	\$34.00
\$25.50	\$42.50	February **	\$15.30	30%	\$25.50
\$25.50	\$42.50	After February	---	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

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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 attached to the Free and Reduced-price Meals Application or the CEP Household Income Form. These are available from any school in the Dubuque Community School District or on the district website at [www.dbqschools.org/registration](http://www.dbqschools.org/registration).

If you complete a Fee Waiver Benefit form, do not pay for student fees until you receive a Customer Fine/Fee Ledger. Please note that some additional fees are not subject to a fee waiver and are the responsibility of the parent/guardian.

### Meal Assistance 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 appropriate meal assistance program form, based on school, is distributed at the beginning of each year to families. Both forms are also available at any district school, online at [www.dbqschools.org/forms](http://www.dbqschools.org/forms), or by calling 563/552-3237.

(The Fee Waiver Benefits form is included in the Community Eligibility Provision and Free and Reduced-Price Meals packets, which are available from any Dubuque Community School District school or on the district website at [www.dbqschools.org/registration](http://www.dbqschools.org/registration).)

## STUDENT WORK PERMITS

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**CRITERIA:** Must be a Dubuque Community School District Student and have a job offer.

**FORMS:** Forms are available at the Forum Administration Office, 2300 Chaney Road, 8 a.m. - 4:30 p.m.

**PROCESS:** the left side of the form is completed by the parent/guardian and student. The right side of the form is to be completed by the employer. Return the completed form to the Forum with a passport or a "certified" birth certificate for the student. (Hospital certificate is not acceptable).

When the birthdate has been verified and document reviewed the superintendent's representative signs the document. A copy is mailed to the state, one copy to the employer and one copy to the parent/guardian. The Dubuque Community School District keeps a copy along with the document verifying the birthdate.

For questions, contact the Front Desk of the Forum at 563/552-3000.

## STUDENT PERMIT TO DRIVE TO SCHOOL

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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](http://www.iowadot.gov/mvd/ods/school.htm). Also see [www.iowadot.gov/mvd/ods/msl.htm](http://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.