

## SECTION II

# FEES / PERMITS / WAIVER BENEFITS

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## STUDENT FEES FOR 2018-2019

<b>Preschool</b>		\$ 375.00 per month
		\$ 3375.00 per year
<b>Elementary School</b>	Textbook Fees - K-5 (full-time)	\$ 75.00 per student
	Instrument Rental - All Including Percussion	\$ 50.00 per year
<b>Middle School</b>	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
	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 *	\$ 18.00
	Replacement Social Studies Interactive Notebook *	\$ 6.00 each
<b>High School</b>	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 - ALEKS Math Test for NICC	\$ 15.00 per student
	CNA Students - Background Check for NICC	\$ 20.00 per student
	Driver Education	\$ 349.00
	Instrument Rent (Band & Orchestra)	\$ 50.00 per year
	Marching Band Shoes - one time purchase *	\$ 25.00 per pair
	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 *	\$ 18.00
	Replacement Safety Glasses *	\$ 3.00 per pair
	Student Parking Permit *	\$ 40.00
<b>Transportation</b>	Seats Available	\$ 310.00 per year
<b>Home School Students</b>	K-12 (per graded course fee)	\$ 12.00 per course
	ITP Testing * Dual Enrolled Students	no charge
	ITP Testing * Home School Assistance Program and Dual Enrolled Students	no charge
<b>Summer School Charges (June, July, August 2018)</b>	Driver Education (district students)	\$ 349.00
	Credit Recovery Workshop *	\$ 25.00
<b>Miscellaneous Fees *</b>	Chargeback Fee	\$ 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.

### 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 end 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.

## 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 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.

GRADE LEVEL	CHARGE		REFUND		
	Waiver 60% Fee	No Waiver 100% Fee	Waiver 60% Fee	No Waiver 100% Fee	
<b>K - 5 * (full-time)</b>					
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 *	Waiver 60% Fee	No Waiver 100% Fee	Waiver 60% Fee	No Waiver 100% Fee	
	First Week of School	\$ 54.00	\$ 90.00	\$ 54.00	100%
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 *	Waiver 60% Fee	No Waiver 100% Fee	Waiver 60% Fee	No Waiver 100% Fee	
	First Week of School	\$ 54.00	\$ 90.00	\$ 54.00	100%
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.

## 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](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.

## IOWA CHILD LABOR PERMIT

At age 14, students may begin to seek employment in Iowa. The Dubuque Community School District does not issue or manage work permits. The Iowa Division of Labor provides resources for students, including the necessary forms and instructions for obtaining a child labor permit. You can access the resources at [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

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## 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](http://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](http://www.dbqschools.org/mealprograms).

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## HIGH SCHOOL YEARBOOK GUIDELINES

### Underclassman Portraits

All students who have their pictures taken during registration or on one of the picture re-take days will be included in the portrait section of the yearbook. Although an effort will be made to include students who transfer to the school after all professional pictures have been taken, we do not guarantee that those students will be included in the portrait section of the yearbook.

### Senior Portraits

All photos and artwork must conform to school policies and standards and are subject to approval by but not limited to the yearbook staff, yearbook adviser, and the school administration. The yearbook staff reserves the right to crop and/or resize any photos submitted without permission, notification or approval. Photos which represent any of the following may also be edited or excluded.

- Violating school policies
- Display of firearms, weapons, drugs, tobacco, alcohol or gambling. Writing, logos, art, or symbols that refer to, promote, or in any way advertise firearms, weapons, drugs, tobacco, alcohol, or gambling are not acceptable for publication
- Inappropriate gestures or postures
- All hand gestures
- Revealing or obscene clothing, or any form of dress that is not considered appropriate
- Photos which include more than one person

Students will be responsible for providing digital jpeg files of their senior portraits by the appointed deadline in the fall of their graduating year. Students who fail to submit pictures before the deadline run the risk of having their school ID pictures used or of being excluded from the portrait section of the yearbook.

After the deadline, students will have a one-week grace period to submit a photo without penalty. Thereafter, a late charge will be assessed to any senior who submits a portrait for publication in the yearbook. This charge must be paid before the portrait will be accepted for publication. Any portrait that has not been submitted by February 1 will not be included in the yearbook.

Students who have been previously published in the senior portrait section will not be included in subsequent publications of the yearbook.

### Yearbook Distribution

Students who purchased yearbooks may pick them up during registration for the upcoming school year. After registration, yearbooks may be picked up in the school office. Yearbooks will be available for pick up for two years. After two years, we do not guarantee that yearbooks will be available. Those who have not picked up their yearbooks within the two-year time frame will not receive a refund.