

*North Bend Central
Public Schools*

*2016-2017
STUDENT FEE HANDBOOK*



North Bend Central Public Schools Student Handbook Supplement

Student Fee Handbook

2016-17

NEBRASKA'S STUDENT FEE LAW

During the 2002 session, the Nebraska Legislature adopted the Public Elementary and Secondary Student Fee Authorization Act, which restricted the ability of schools to charge fees to students or to require students to bring their own equipment and materials for school courses and activities. The law was amended by the Legislature in 2003. Accordingly, the North Bend Central Public Schools Board of Education has adopted Board Policy 3370 and accompanying regulations to implement the law. This policy is the subject of an annual public hearing and annual revisions. This year's hearing was held July 11, 2016, and the revisions made are listed below.

This Student Handbook Supplement includes complete copies of the revised Board Policy and Appendix I which specifically details what students can be charged or be required to supply with regard to their school's curricular and extracurricular activities. In this Supplement, we have also tried to summarize the law as much as possible to make it easy to understand. In addition, your teachers have reviewed this document and will be able to inform you further about it. Finally, you or your parents can contact your Principal or the Superintendent regarding any questions you have about student fees or requirements.

It is the intent of the Board to continue to provide most of the costs of educational and extracurricular activities free of charge to students. However, there are many opportunities that the schools provide beyond the minimum requirements that cannot be provided without the financial assistance of students and their families. In addition, the school district will provide waivers for fees and requirements for low income students where such waivers are required for appropriate. It is the intent of the Board and Administration to implement the law and Board policies as fairly and conveniently as it reasonably can.

ITEMS PROVIDED AT NO CHARGE:

In general, the school district is to provide free instruction for courses, which are required by state law or regulation and provide the staff, facility, equipment, and materials necessary for such instruction without charge or fee. Here is a summary of the things the school district will generally provide through its General Fund or through the funds of its activities, clubs and organizations:

- *Textbooks and other required curriculum materials such as workbooks, supplementary materials, software, etc.
- *Personal/consumable items required for curricular offerings, i.e., routine supplies such as pencils, pens, notebooks, etc. Students are encouraged to provide their own supplies if they want to have full access to them outside of the school day and during study periods.
- *Standard materials for course projects in subjects such as Art, Industrial Technology, etc., but upon completion, the project becomes the property of the school district if it has more than minimal value. However, students are permitted to voluntarily supply materials for course projects and, in such cases, these course projects may be kept by the student upon completion.
- *Media resources including library books, periodicals, etc.
- *Required safety equipment and attire such as safety glasses, welding hoods, protective gloves, etc.
- *Most specialized equipment and attire for extracurricular activities. Generally this includes uniforms and associated equipment. An exception can be made for equipment or attire which is fitted for the student, which is generally used exclusively by a particular student and which the student keeps. Items in this category would include cheerleading, dance team, and show choir items, golf clubs, etc. Personalized attire, such as a named football jersey, is the responsibility of the student. (See waiver section)
- *Required protective devices such as football mouthpieces and volleyball knee pads. Optional protective devices such as personal mouthpieces, braces, etc. are the responsibility of the student.
- *Gym locker and padlock.
- *Copies of student files and records at no charge.
- *Transportation for participants to and from extracurricular activities in most cases.
- *The cost of field trips including transportation, registrations, etc.
- *The cost of conventions, trips, and activities approved for clubs and organizations shall be borne by the organization. Individual fund-raising accounts can be used.

FEES AND REQUIREMENTS SCHOOLS CAN HAVE

The law specifies 10 general categories in which schools can charge fees or require that students bring their own materials or equipment.

- *Participation in extra-curricular activities.
- *Admission and transportation fees for spectators at extra-curricular activities.
- *Post-secondary education costs (i.e., college credit courses).
- *Transportation to and from school under certain conditions.
- *Copies of student files and records.
- *Reimbursement for lost or damaged property.
- *Summer school and night school.
- *Parking privileges.
- *Before and after school programs and pre-Kindergarten programs.
- *Breakfast and lunch in accordance with the federal requirements.

Within these general categories, the law is being interpreted more specifically to allow schools to charge for or require students to provide such things as:

- *Non-specialized clothing meeting district or school requirements.
- *Non-specialized clothing for specialized courses and activities meeting written guidelines for such specialized courses and

- activities. An example would be non-specialized gym shoes for PE classes or outside recesses.
- *Musical instruments and specialized attire (or a rental fee instead) for music activities that are defined as extracurricular activities. An example of specialized attire is Band shoes.
- *Personal supplies for musical instruments such as reeds, drum sticks, etc.
- *Personal/consumable items, i.e., routine supplies, for extracurricular activities.
- *Some specialized equipment or attire for extra-curricular activities as defined in policy and administrative regulation. Generally we can require students to provide equipment or attire fitted for the student (cheerleader/dance/show choir uniforms), personal equipment which can be used by the student throughout the year for personal recreation (golf club, baseball mitt), specialized shoes, etc.
- *The care and maintenance of equipment or attire purchased themselves or provided by the district.
- *Equipment for personal medical use (i.e., athletic braces, mouthpieces, etc.)
- *General fees for participation in extracurricular activities, admission fees for extracurricular activities including games, dances, and similar activities, club and organization dues, and spectator transportation to and from extracurricular activities.
- *Summer school programs such as Driver's Education and night school activities such as our ACT preparation classes.
- *Food or money to purchase food on field trips and extracurricular activity trips. On school day field trips, students who qualify for free/reduced lunches will be provided a school program lunch.
- *Food, beverages and personal/consumable items purchased voluntarily from the district, from school stores, vending machines, Booster Clubs, "book clubs" and similar organizations, and organizations engaged in fund-raising.
- *Items sold as a convenience to students such as yearbooks, school newspapers, letter jackets, spirit clothing, etc.
- *Items necessary to voluntarily participate in graduation ceremonies.
- *Costs of repair/replacement of lost or damaged school property.
- *Parking fees, fines for overdue books and materials and fines for violations of duly constituted regulations or policies. The specific permission of an administrator is required before such fines can be levied.
- *Voluntary class assessments for memorials, etc. Board Policy 3370 limits these to \$2.00 per class. No student can be required to pay a class assessment.
- *Voluntary club/organization social activities (i.e., pizza party, etc.) outside of the general mission of the club/organization.
- *Voluntary club, organization, or team activities such as purchasing a flower for Parents' Night.

GENERAL POLICIES AT NORTH BEND CENTRAL PUBLIC SCHOOLS

Here is a summary of the most important policies at NBCPS regarding student fees and requirements.

(1) All Fees Stated. It is the intent of the Board of Education that no fees shall be charged to students, nor shall materials be required from students, for their participation in any school-related course or activity, whether curricular or extra-curricular, except as expressly permitted within Board Policy 3370 and Appendix I.

(2) School Supplies. Students will not be required to bring personal and consumable items for general courses as in the past, but students are encouraged to voluntarily bring their own routine supplies. Two lists of recommended items, one for K-5 and one for Grades 6-12, are included in this Handbook Supplement.

(3) Participation/Admission Fees/Dues.

Admission Charges: Generally, student admission fees are limited to **\$4.00**, although there are some exceptions for special events. These are outlined in the Board Policy and Appendix in this handbook. Uniformed participants, such as cheerleaders and Pep Band or Marching Band members, are admitted to home games free. An NBC Activity Card is available for Gr. K-12 students for **\$25**.

Club/Organization Dues: Extracurricular clubs and organization may, with permission of the Superintendent or his/her designee, charge membership dues. The maximum allowable dues amount for each club/organization is listed in this Appendix. The waiver procedure outlined in Section 12 of the Policy applies to club dues.

(4) Course Projects. The school will provide all materials required for course projects, but the project will remain the property of the District upon completion. Students will be allowed to voluntarily provide their own project materials and keep the project upon completion.

(5) Musical Instruments. Students may be required to provide their own instrument in order to participate in optional music courses and musical extracurricular activities. Students are also required to provide routine supplies and maintenance costs for their musical instruments and to pay a Band uniform cleaning fee of \$7.00. **A fee of \$10.00 will be charged in place of students having to provide their own reeds and related items, valve/slide oil, and percussion supplies.** A waiver of the requirements to provide an instrument and maintenance supplies for it can be provided for low income students. The school is not required to provide for the use of a particular type of musical instrument for any student.

(6) Trips/Activities/Fund-raising. Students will not be charged for field trips and activities that are required as part of an academic course. For instance, fees for bowling and golf in PE have been eliminated. No fund-raising activities will be used to support curricular field trips.

Students can be charged to participate in extra-curricular trips or events such as the FFA Convention, etc. A waiver of these charges must be made available for low income students. However, instead of charging students for these events it will be the general practice of the school district to have them paid for through the earnings of the clubs and organizations sponsoring the events. Students can

be required to participate in club and organization earning activities as a condition for participating in the trip or event. In most cases, students will not be allowed to use their own funds in place of participating in earning activities.

Some traditional activities, such as Close-Up and the biannual Music Boosters trip are no longer sponsored by the school district. Community groups are responsible for sponsoring those events and the student fee policy will not apply.

(7) Low Income Waivers. Students whose families qualify as low income (defined as qualifying for free/reduced lunch whether or not they participate in the free/reduced lunch program), can be provided with a waiver of fees or provided with all of the necessary equipment and supplies in certain categories. To protect student privacy in applying for a waiver, students seeking a waiver are to schedule an appointment with their Principal. They will be provided with the appropriate forms to be taken home and returned only to the Principal. Based on the information provided, the Principal shall determine whether the student qualifies for the waiver. His/her decision may be appealed to the Superintendent. Once it has been determined that a student qualifies for a waiver, only those staff members (i.e., teachers, coaches, activity sponsors, etc.) who are required to know in order to implement the waiver will be informed. Below are the income requirements for qualifying for a waiver:

Total Family Size	Annually	Monthly	Twice per Month	Every 2 Weeks	Weekly
1	\$21,978	\$1,832	\$916	\$846	\$423
2	\$29,637	\$2,470	\$1,235	\$1,140	\$570
3	\$37,296	\$3,108	\$1,554	\$1,435	\$718
4	\$44,955	\$3,747	\$1,874	\$1,730	\$865
5	\$52,614	\$4,385	\$2,193	\$2,024	\$1,012
6	\$60,273	\$5,023	\$2,512	\$2,319	\$1,160
7	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
Each Addtl Person	\$7,696	\$642	\$321	\$296	\$148

The Board has established **four** waiver categories:

A. Waiver for extracurricular participation fees. Items under this waiver include:

- *Membership dues for approved clubs and organizations.
- *NSAA-required athletic physical examinations. However we can require waiver-eligible students to take advantage of the district’s free sports physicals opportunity.

Within this category **NO WAIVER** will be provided for:

- *Admission or spectator transportation charges for extracurricular activities or events.
 - *Voluntary social activities for members hosted by NBC clubs and organizations outside of their general mission. These include annual picnics, movie and pizza parties, and similar activities.
 - *Costs of replacement for lost or damaged items.
 - *Costs of attendance at individual activity camps/clinics or costs of participation in summer leagues. These include voluntary athletic/cheerleading camps/clinics offered for elementary and junior high school students by NBC athletic clubs and conducted as fund-raising activities. Attendance at camps/clinics or participation in summer leagues will not be required as a condition for participating in any extracurricular activity.
 - *Deposits for participation in music solos and ensembles at district and state contests or audition fees for participation in all-state music activities. However, all such deposits shall be reimbursed to the student by the school district if the student carries through on his/her commitment to participate in the music event.
 - *Optional club, organization, or team activities such as purchasing a flower for Parents’ Night.
- Activities sponsored by non-school groups such as the NBC Booster Club and Music Boosters.

B. Waiver for specialized equipment or attire required for participation in extracurricular activities. Items under this waiver include:

- *Musical instruments for participation in music courses that are extracurricular activities. (Middle School Band/High School Band). Personal/consumable items to be provided by the student for music activities including: drum sticks, lyres, flip folders, reeds, valve oil, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a “gig bag,” or the fees assessed in lieu of requiring the student to provide these items. The District is not required to provide for the use of a particular type of musical instrument for any student.
- *Specialized attire for Summer Band, Marching/Concert Band specialized shoes, and the waiver of rental fee for specialized required attire for participation in Show Choir as described in Appendix I of Board Policy 3370. **Uniform/costume cleaning fees are not subject to a low income waiver.**
- *Specialized shoes, or other specialized athletic uniform components, as described in Appendix I of Board Policy 3370 for participation in extracurricular athletic activities.

- *Golf clubs/bags required for participation in extracurricular boys golf and the fielder's glove required for participation in softball.
- *Required specialized components, as outlined in Appendix I of Board Policy 3370, of a Cheerleading uniform or Dance Team uniform.
- *Required specialized components, as outlined in Appendix I of Board Policy 3370, of official dress for FFA members.

Within this category NO WAIVER will be provided for:

- *Required non-specialized attire in general, non-specialized attire required for specific courses or activities, and non-specialized attire required for participation in extracurricular activities.
- *Personal/consumable items for extracurricular activities as described in Appendix I of Board Policy 3370.
- *The cost of repair or replacement of wasted, lost, or damaged items. Such costs shall be determined by the Principal. *This provision includes uniform/costume cleaning fees.
- *Optional purchases such as yearbooks, class rings, spirit clothing, and similar items. All such purchases shall be voluntary.
- *The cost of food, beverages, and personal or consumable items which the students voluntarily purchase from the District or at school, whether from a "school store," a vending machine or booster club or parent group sale, a book order club, or the like.
- *The cost of cleaning and maintaining specialized individual equipment or attire provided to the student by the school district.
- *Items for the personal medical use or enhancement of the student (braces, optional mouthpieces, optional pads, gloves, and the like).
- *Optional personalized equipment such as named jerseys, shooting shirts, jackets, etc.
- *Optional sports clothing or optional components of Cheerleading or Dance Team uniforms.

C. The use of a musical instrument in optional music courses that are not extracurricular activities.

Within this category, the following items may be provided:

- *Musical instruments for students participating in optional music courses that are not extracurricular activities (Grade 5 Instrumental Music). The District is not required to provide for the use of a particular type of musical instrument for any student.
- *Personal/consumable items to be provided by the student for music courses including: drum sticks, lyres, flip folders, reeds, valve oil, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag" or the fees assessed in lieu of requiring the student to provide reeds and valve/slide oil.

Within this category NO WAIVER will be provided for:

- The cost of repair or replacement of wasted, lost, or damaged items. Such costs shall be determined by the Principal.

D. Waiver for any other required materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally required. Within this category a student may apply for a special waiver of a fee or requirement to provide materials that has not been specifically covered in Board Policy 3370 or Appendix I, but which the student believes falls within the general intent of the Board Policy or state law. The Elementary Principal or NBC Middle-High School Principal, as appropriate, shall determine whether a special waiver is justified. Decisions of the Principals may be appealed to the Superintendent and subsequently to the Board of Education.

Within this category NO WAIVER will be provided for:

- *Post-secondary education costs.
- *Copies of student files/records.
- *Cost of repair or replacement of wasted, lost or damaged property; cleaning fees; fines levied for lost and overdue materials or for violation of duly constituted regulations.
- *Before or after school programs or pre-Kindergarten services.
- *Summer school or night school activities.
- *Transportation fees allowed by law unless a special waiver provision exists in state law. Currently the district does not charge any transportation fees.
- * Breakfast or lunch costs except in accordance with guidelines for the federal free/reduced lunch program.
- *School store purchases and related purchases.
- *The provision of food or money for the provision of food on field trips and extracurricular activity trips. The district will provide lunches from the school lunch program on school day curricular field trips.
- *School admission physical examinations and vaccinations since these are required by state law.
- *The annual Senior Class Graduation Assessment.

FINDING OUT MORE

Included in this Handbook Supplement are these items:

- **A copy of Board Policy 3370.
- **A copy of Appendix I of Board Policy 3370.
- **The recommended supplies list for Grades K-5 and Grades 6-12.

If you have questions about these requirements or if you wish to apply for a waiver, contact your Principal or the Superintendent.

NORTH BEND CENTRAL PUBLIC SCHOOLS

STUDENT FEES POLICY No. 3370

(This policy supersedes all District policies, procedures, and regulations adopted prior to July 11, 2016, including any provisions of the school district's Activity Manual and Student Handbooks. Where any conflict exists between this policy and any other district policy or regulation, the provisions of this policy shall apply.)

The Board of Education of North Bend Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended by the 2003 Legislature.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This 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. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. Accordingly, the District shall seek and accept voluntary contributions of funds and the provision of materials and equipment by parents and other patrons in order to continue to provide a high quality education to its students.

(1) Authorized fees/requirements.

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. This policy provides general guidelines subject to further interpretation or guidance by other Board Policies and Administrative Regulations which may be adopted from time to time. This Policy includes an Appendix I which provides further specific details regarding student fees and materials required by students for the school year. Parents, guardians, and students are encouraged to contact the Superintendent, Principals, or their teachers or activity coaches and sponsors, as applicable, for further specifics.

The Public Elementary and Secondary Student Fee Authorization Act expressly authorizes school districts to require and collect fees or other funds from or on behalf of students or require students to provide materials, specialized equipment or attire in the following categories:

1. Participation in extra-curricular activities.
2. Admission and transportation fees for spectators at extracurricular activities.
3. Post-secondary education costs.
4. Transportation to and from school under certain conditions.
5. Copies of records and files.
6. Reimbursement for lost or damaged property.
7. Summer school and night school.
8. Before and after school programs and pre-Kindergarten programs.
9. Parking fees.
10. Breakfast and lunch programs in accordance with the federal requirements.

It is the intent of the Board of Education that no fees shall be charged to students, nor shall materials be required from students, for their participation in any school district-sponsored course or activity, whether curricular or extracurricular, except as expressly permitted within this Policy and Appendix I. Nothing in this Policy shall prevent the school district and its various organizations and groups from accepting donations or from engaging in fund-raising activities that are conducted in accordance with District policies and regulations.

(2) Guidelines for non-specialized attire required for courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as guidelines established for the school buildings 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, courses and activities in which they participate where the required attire is specified in writing by the Superintendent or his/her designee. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate eye protective devices (safety glasses) for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metal or other molten material, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid material, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding 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 radiation, or other similar hazards. The Superintendent is directed to ensure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct that students use the devices as required, and students have the responsibility to use the devices as instructed.

(3) Provisions for personal/consumable items, course materials, and related provisions.

(a) Extracurricular Activities. Students are required to provide personal or consumable items for participation in extracurricular activities and may be required to provide certain specialized materials and equipment. Such requirements are specifically described in Appendix I. Waivers for low income students may be provided for the provisions of certain materials and equipment in accordance with the waiver section of this Policy (Section 12).

(b) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. In general, this means that the District shall have the responsibility to furnish personal or consumable items for participation in the courses of study provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. In addition, equipment or supplies of a specialized nature for certain courses (for example, graphing calculators in advanced high school mathematics courses) will be made available to students by the District. If circumstances warrant, the Superintendent or his/her designee may require refundable damage or loss deposits required for usage of highly expensive District property.

Students are encouraged, but not required to provide their own personal and consumable supplies, materials, and equipment. This allows the student to have exclusive access to such supplies, materials, and equipment for their own use after school hours and during study periods. Accordingly, lists of recommended class supplies which can be voluntarily provided by students will be published annually in the Elementary Student Handbook, NBC Student Handbook, and/or supplements to those Handbooks such as the annual Student Fee Handbook, or other notices. The lists may include refundable damage or loss deposits required for usage of certain District property.

(c) Course Project Materials. The District will furnish the supplies and materials necessary for course projects, such as projects in art or industrial technology classes, but upon completion, the project shall become the property of the District if it has more than minimal value. With the approval of the Superintendent or his/her designee, students may be allowed to keep projects that are specifically designated as having only minimal value. Students are permitted to and may be encouraged to supply materials for course projects and, in such cases, these course projects may be kept by the student upon completion. Generally, standard project materials will be made available by the District. If the student wishes to keep the project upon completion, he/she shall reimburse the District for the reasonable value of the standard materials. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students shall not be academically penalized for using standard District materials and grading criteria for course projects shall be designed so that the highest possible grade is achievable using standard District materials.

(d) Music Course Equipment. Students may be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument and required supplies without charge is available under the District's fee waiver provision (Section 12). The District is not required to provide for the use of a particular type of musical instrument for any student.

(e) Graduation Ceremony. Participation in the graduation ceremony and in the class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Graduation Assessment, not to exceed \$50, will be assessed to those seniors who wish to participate in graduation activities. An additional fee, not to exceed \$20, may be charged for senior pictures that must be altered for inclusion in the Yearbook.

(f) Field Trips. The school district shall bear the cost of field trips that are part of the curriculum. These costs shall include registrations, transportation, and related costs. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches.

The District will accept contributions from parents or other patrons in order to help fund field trips that are curriculum-related.

Students may be held responsible for the costs of field trips that are exclusively part of an extracurricular activity. Extracurricular field trips are those in which participation by the student is voluntary, the field trip is not part of the curriculum or an extension of the curriculum, and the field trip occurs outside of regular school hours and/or does not count toward school attendance. A waiver for low income students for extracurricular field trip fees shall be available in accordance with the waiver section of this Policy (Section 11). Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. The cost of food is not subject to a low income waiver.

(g) School Stores and Purchases. The Superintendent may authorize the creation of one or more school stores operated by the school Administration or school clubs and organizations to stock minor personal/consumable items for voluntary purchase as a convenience to students. Such stores need not have a permanent physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or other vendors. Students may not be required to purchase items from school stores or from any staff member. Students may be charged for the purchase of items such as yearbooks, class rings, spirit clothing, and similar items, but all such purchases shall be voluntary. Students are responsible for the cost of food, beverages, and personal or consumable items which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, booster club or parent group sale, a book order club, or the like.

(h) Lost/Damaged Materials. While the District will provide students with the use of facilities, equipment, materials and supplies, including books and personal/consumable school supplies, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian 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. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(i) Fines and Penalties. The Superintendent or his/her designee may assess fines for the late return of materials, such as library books, or for violations of rules and regulations developed for the safe and efficient operation of the schools. No fines shall be levied without the express approval of the Superintendent or his/her designee. Students who fail to pay overdue student fees, fines, or penalties

may be subject to administrative penalties including being withheld from participation in school activities. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay fees, fines, or penalties.

(j) Voluntary Class Assessments. Each of the six secondary classes may assess its members an amount not to exceed \$2 annually for memorials and similar minor class activities. The payment of such an assessment shall be strictly voluntary.

(4) Guidelines for extracurricular activities: equipment or attire.

The term “Extracurricular Activities” means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. Exceptions to this general statement are provided in Appendix I of this Policy. The District is not required to provide for the use of any particular type of equipment or attire. Required equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with required T-shirts, jackets or similar attire for teams or organization members, may be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, baseball or softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. The District will provide safety mouthpieces for athletes participating in junior high and high school football.

Students have the responsibility to furnish personal or consumable equipment or attire, including all non-specialized equipment or attire, such as athletic undergarments or non-specialized athletic shoes, for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, such as show choir outfits, polo shirts, or marching band shoes, or for paying a reasonable usage cost for such equipment or attire. A waiver of this requirement is available to low income students (Section 12 of this policy).

(5) Guidelines for extracurricular activities: fees for participation.

Except as otherwise provided in Appendix I of this Policy, the District does not charge direct activity participation fees. Admission fees may be charged for extracurricular activities and events and extracurricular clubs and organizations may charge membership dues as specified in Appendix I.

(a) Admission Fees. Unless otherwise specified in Appendix I of this Policy, admission fees for students to NBCPS sponsored activities shall not exceed \$3.00 in 2014-15. Admission fees to activities hosted by NBCPS on behalf of other sponsoring organizations, such as the East Husker Conference or Nebraska School Activities Association, shall be determined by the sponsoring organization. Admission fees to events that are designated as fund-raising activities for extracurricular clubs and organizations, such as the Homecoming Dance sponsored by the Cheerleaders, shall not exceed \$5.00. Admission/Work fees for the Junior-Senior Banquet and Prom shall not exceed \$40.00.

No admission fees are charged for elementary (Gr. K-5) activities. Elementary students attending secondary school (Gr. 6-12) activities are charged the student admission fee designated for the event.

Students in Grades K-12 may voluntarily purchase an NBC Activity Card which provides admission to home games/matches directly sponsored by the District for a flat fee. **For 2016-17, that fee will be \$25.00.** Appendix I of this Policy shall specify the types of admission fees covered by the NBC Activity Card and outline such exceptions as may be necessary to accommodate the District’s hosting of Conference and Nebraska Schools Activity Association (NSAA) events, and games which are hosted as club/organization fund-raising activities. *The waiver procedure outlined in Section 12 of this Policy does not apply to admission fees.*

(b) Club/Organization Dues. Extracurricular clubs and organization may, with permission of the Superintendent or his/her designee, charge membership dues. The maximum allowable dues amount for each club/organization is listed in Appendix I of this policy. The waiver procedure outlined in Section 11 applies to club dues.

(c) Fund-Raising Activities. Students who wish to participate in an extracurricular activity that is wholly or partially financed by organizational fund-raising may be required to take part in the organization’s fund-raising activities a condition of participation in the extracurricular activity.

(d) Voluntary Team/Club/Organization Activities. From time to time, members of extracurricular teams, clubs, and organizations may choose to participate in voluntary social activities for members which are above and beyond the mission of the extracurricular activity. These social activities may include annual picnics, movies, pizza parties, and similar activities. Participation in such activities is voluntary and no member of a team, club or organization may be penalized for not participating. The cost of participating in voluntary social activities is the responsibility of the student and is not subject to the low income waiver provision.

(e) Voluntary Purchases. Participants on teams and in clubs and organizations may have the opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club or organization accounts. On some teams, players voluntarily purchase flowers for one Parents Night per season. Such purchases are completely voluntary, no team, club, or organization member may be required to make such purchases, and all costs are the responsibility of the student and are not subject to the low income waiver provision.

(f) Summer Activities. Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. These activities are not sponsored by the District and participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low income waiver provision.

(6) Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase “post-secondary education costs” means tuition and other fees only associated with obtaining credit from a post-secondary education institution. For a course in which students receive high school credit and for which they may also receive post-secondary education credit, the course shall be offered without charge for tuition,

transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(7) Transportation costs.

Students are responsible for any fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records.

The Superintendent or his/her designee may 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. Such fees shall not exceed five cents per copied page. A parent, guardian or student who requests copies of files or records shall be responsible for the cost 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. Any fee schedule so established 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-and-after-school or pre-kindergarten services.

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

(10) Participation in summer school or night school.

Students are responsible for fees required for participation and materials for voluntary courses of instruction offered in the summer or outside of the school day (i.e., "night school" courses). Such courses include voluntary credit recovery and advanced credit courses offered outside of the regular school day, voluntary correspondence courses, non-credit summer Driver's Education, and the ACT Test Preparation Course offered by the District, among others. Low income waivers are not available for these courses unless otherwise specified.

(11) Student meals.

Students shall be responsible for the cost of items which they purchase from the District's breakfast and lunch programs except to the extent that such students are eligible for free/reduced lunch/breakfast through the United States Department of Agriculture's child nutrition programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. Students are responsible for the cost of other food and beverages which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, or similar outlet.

(12) Waiver procedures.

It shall be the policy of the Board of Education to provide fee waivers upon proper application in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended. Students whose family's income qualifies for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs will, upon proper application and documentation of qualification, be provided with a waiver or fees or provision of the necessary materials or equipment without charge for:

- A. participation in extracurricular activities;
- B. specialized equipment and attire required for participation in extracurricular activities;
- C. the use of a musical instrument in optional music courses that are not extracurricular activities, and
- D. any other materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally

required.

Participation in the free or reduced-price lunch program is not required for purposes of this section. Students or their parents must request and have received approval for a fee waiver prior to participating in or attending the activity, and prior to the purchase of any materials, equipment, or attire for which a waiver is sought.

The Superintendent or his/her designee shall devise such application forms as are necessary to implement this section.

(13) Distribution of this Policy.

The Superintendent or his/her designee shall publish the District's student fee policy and the accompanying Appendix I in the Elementary and NBC Student Handbooks on the school's website: nbtigers.org. A copy of the Student Fees Policy, Board Policy 3370 and Appendix I may be checked out from the offices at either school.

(14) Student Fee Fund.

The Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not supported by tax revenue into which all money collected from students and subject to the Student Fee Fund requirements of state law shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school (including Driver's Education) and night school activities.

ANNUAL CERTIFICATION

The North Bend Central Public Schools Board of Education held a public hearing at its annual regular meeting on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the Board at an open public meeting in compliance with the public meeting laws.

Superintendent _____

Legal References: Neb. Constitution, Article VII, Section 1; Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act); Sec. 79-241, 605, 611 (transportation); Sec. 79-2,104 (student files or records); Sec. 79-715 (eye-protective devices); Sec. 79-737 (damages to property); Sec. 79-1104 (before/after-school and pre-Kindergarten services); Sec. 79-1106-1108.03 (accelerated or differentiated curriculum program).

(Adopted July 11, 2016)

STUDENT FEES: APPENDIX I

No fees shall be charged to students, nor shall the provision of supplies, materials, equipment, or attire be required from students, for their participation in any school district sponsored course or activity, whether curricular or extracurricular, except as expressly in this Policy and its Appendix. Nothing in this Policy shall prevent the school district and its various organizations and groups from accepting donations or from engaging in fund-raising activities that are conducted in accordance with District policies and regulations.

Students whose family's income qualifies them for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs will, upon proper application and documentation of qualification, be provided with a waiver of fees or provision of the necessary materials or equipment without charge for: (1) participation in extracurricular activities; (2) specialized equipment and attire required for participation in extracurricular activities; (3) the use of a musical instrument in optional music courses that are not extracurricular activities, and (4) any other required materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally required. More specific waiver information is provided below.

I. CURRICULAR MATERIALS AND FEES.

A. Materials/Fee Requirements and Related Information.

(1) Non-specialized Attire for Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as guidelines established for the school buildings 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, courses and activities in which they participate where the required attire is specified in writing by the Superintendent or his/her designee.

(a) Physical Education Classes (K-12)/Recesses: Requirements to provide clothing and personal/consumable items vary by grade level. Clothing items students may be required to provide include non-specialized T-shirts and shorts, personal towels, and non-specialized gym (tennis) shoes, socks, and appropriate athletic undergarments. Students in Grades 6-12 are provided with a gym locker and padlock and must pay the actual cost of a replacement if the padlock is lost or damaged.

(b) Recesses. The Superintendent or his/her designee may require elementary students (Gr. K-5) to provide a second pair of non-specialized shoes to be used exclusively for outside recesses and physical education activities.

(2) Lost/Damaged Items, Fines and Penalties. Students and their parents or guardian will be held responsible for the repair or replacement cost of damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

The Superintendent or his/her designee may assess fines for the late return of materials, such as library books, or for violations of rules and regulations developed for the safe and efficient operation of the schools. Library fines for returned books are: after a 5-day grace period, students are assessed 5 cents per day with a minimum charge of 25 cents and a maximum charge of \$1.00 per book. Fees for lost or destroyed books and/or library materials shall not exceed the estimated cost of replacement plus a \$5.00 fine. **The replacement fee and**

fine for lost may be waived if the book is replaced by a book of equivalent value and subject matter at the student's expense. No other fines shall be levied without the express approval of the Superintendent or his/her designee. Students who fail to pay overdue student fees, fines, or penalties may be subject to administrative penalties including being withheld from participation in school activities. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay fees, fines, or penalties.

(3) Physical Examinations/Vaccinations. Students are responsible for the cost of physical examinations and vaccinations that are required by state law in order for the student to attend school. Board Policy 3341 describes the requirements and waiver provisions.

(4) Musical Instruments (Gr. 5-12). For optional instrumental music courses, students are generally required to provide their own musical instrument of the small instrument category and take care of routine maintenance. The district provides instruments in the large instrument category but the student is responsible for routine maintenance. In addition to the instrument, personal/consumable items to be provided by the student include: drum sticks, lyres, flip folders, reeds, valve oil, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a 'gig bag'. In lieu of having students provide reeds, oils, and related supplies and percussion supplies, a fee not to exceed \$10 may be assessed. A waiver of the requirement to provide a musical instrument and the accompanying personal/consumable items is available to those students who qualify as low income under Section 11 of this Policy. Such musical instruments/supplies will remain the property of the school district. Nothing in this Policy shall be construed as requiring the district to provide any student with any specific type of musical instrument.

(5) Graduation Ceremony. Participation in the graduation ceremony and in the class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Graduation Assessment, not to exceed \$50.00, will be assessed to those seniors who wish to participate in graduation activities. An additional fee, not to exceed \$20, may be assessed if Senior Pictures submitted to the Yearbook are required to be resized or otherwise altered. Instructions on the proper submission of Senior Pictures will be sent to seniors.

(6) School Stores and Purchases. The Superintendent may authorize the creation of one or more school stores operated by the school Administration or school clubs and organizations to stock minor personal/consumable items for voluntary purchase as a convenience to students. Such stores need not have a permanent physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or other vendors. Students may not be required to purchase items from school stores or from any staff member. Students may be charged for the purchase of items such as yearbooks, class rings, spirit clothing, and similar items, but all such purchases shall be voluntary. Students are responsible for the cost of food, beverages, and personal or consumable items which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, booster club or parent group sale, a book order club, etc.

(7) Food/Beverages. Students shall be responsible for the cost of items which they purchase from the District's breakfast and lunch programs except to the extent that such students are eligible for free/reduced lunch/breakfast through the United States Department of Agriculture's child nutrition programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Daily breakfast/lunch prices shall be established by the Board of Education annually and incorporated into this policy. Prices shall be communicated to parents in the pre-school newsletter and in other forms. The price of individual items available for purchase, such as seconds, milk shakes, etc., shall be approved by the Superintendent or his/her designee on an annual basis and posted in the serving areas. Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. Students are responsible for the cost of other food and beverages which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, or similar outlet.

(8) Post-secondary Education Costs. Students are responsible for post-secondary education costs. The phrase 'post-secondary education costs' means tuition and other fees only associated with obtaining credit from a post-secondary education institution. For a course in which students receive high school credit and for which they may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution. The cost of tuition and fees for post-secondary education credit shall be determined by the institution awarding the credit. Post-secondary education costs for the current school year are:

**College credit tuition--Paid directly by students to college.

**PSAT Testing--This is voluntary testing for those wishing to participate in the National Merit Scholarship program. Students pay the actual cost of test which is administered in the District without charge.

**ACT Testing--Students pay directly to ACT Corporation.

**Baylor Test Preparation Program--Students pay \$40.00 for the course and may be rebated up to \$15.00 for attending all the sessions.

(9) Copies of student files or records. The Superintendent or his/her designee may 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. Such fees shall not exceed five cents per copied page. For the current school year there is no charge for providing copies of student files/records. No fee shall be charged to search for or retrieve any student's files or records. The District may charge amounts not to exceed of 5 cents per page photocopies other than student files/records.

(10) Participation in summer school or night school. Students are responsible for fees required for participation and materials for voluntary courses of instruction offered in the summer or outside of the school day (i.e., 'night school' courses). Such courses include voluntary credit recovery and advanced credit courses offered outside of the regular school day, voluntary correspondence courses, non-credit summer Driver's Education, and the ACT Test Preparation Course offered by the District, among others. Low income waivers are not available for these courses unless otherwise specified.

For the school year and summer, the Superintendent is authorized to approve participation and materials fees for voluntary credit recovery and advanced credit courses offered outside of the regular school day, voluntary correspondence courses, and the ACT Test Preparation course offered by the District (see above).

Summer Driver's Education, an optional non-credit course, is offered for tuition for resident and option-enrolled NBCPS students. The fee is different for non-resident students. However, these amounts may be changed by the Board of Education prior to the following year offering.

B. Materials Provided by District/Voluntarily Provided Materials/Donations.

(1) General Curricular Supplies and Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. In general, this means that the District will furnish personal or consumable items needed for participation in the courses of study provided by the District, including, but not limited to, pencils, paper, pens, erasers, and notebooks. In addition, equipment or supplies of a specialized nature for certain courses (for example, graphing calculators in advanced high school mathematics courses) will be made available to students by the District. If circumstances warrant, the Superintendent or his/her designee may require refundable damage or loss deposits required for usage of highly expensive District property.

Students are encouraged, but not required to provide their own personal and consumable supplies, materials, and equipment. This allows the student to have exclusive access to such supplies, materials, and equipment for their own use after school hours and during study periods. Lists of common supplies which students may voluntarily supply are referenced below:

(a) Voluntary Elementary Supplies List. The Superintendent or his/her designee shall develop a list of personal/consumable supplies recommended in Grades K-5. The list for the current school year shall be attached to this Appendix and shall be published as part of or as a supplement to the NBCPS Elementary Student Handbook. Teachers may supplement this list with additional items, but may not require students to provide any supplies.

(b) Voluntary Secondary Supplies List. The Superintendent or his/her designee shall develop a list of personal/consumable supplies recommended in Grades 6-12. The list for the current school year shall be attached to this Appendix and shall be published as part of or as a supplement to the NBC Student Handbook. Teachers may supplement this list with additional recommended items, but may not require students to provide any supplies.

(2) Course Project Materials. The District will furnish the supplies and materials necessary for course projects, such as projects in art or industrial technology classes, but upon completion, the project shall become the property of the District if it has more than minimal value. With the approval of the Superintendent or his/her designee, students may be allowed to keep projects that are specifically designated as having only minimal value. Students are permitted to and may be encouraged to supply materials for course projects and, in such cases, these course projects may be kept by the student upon completion. Generally, standard project materials will be made available by the District. If the student wishes to keep the project upon completion, he/she shall reimburse the District for the reasonable value of the standard materials. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students shall not be academically penalized for using standard District materials and grading criteria for course projects shall be designed so that the highest possible grade is achievable using standard District materials.

(a) Elementary Projects. For K-5 Art instruction, holiday crafts and parent gifts, and classroom projects, teachers may from time to time request students to voluntarily bring small household items (examples: used can, noodles, empty bottle) or minor food items. Provision of such items may not be required as a condition of participation in any instruction. Projects made with these materials, whether provided by the student or the District will generally become the property of the student upon completion.

(b) Secondary Projects. Secondary courses in which the curriculum includes making projects include Art, Industrial Technology, Vocational Agriculture, and Family/Consumer Science. Generally, standard project materials will be made available by the District. If the student wishes to keep the project upon completion, he/she shall reimburse the District for the reasonable value of the standard materials. If a student wants to create and keep a project other than the standard course project, or to use materials other than standard project materials and keep the project upon completion, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students shall not be academically penalized for using standard District materials and grading criteria for course projects shall be designed so that the highest possible grade is achievable using standard District materials. No waivers are granted for course projects since all necessary materials for the course will be provided by the District.

(3) Field Trips (K-12). The school district shall bear the cost of field trips that are part of the curriculum. These costs shall include registrations, transportation, and related costs. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. The District will accept contributions from parents or other patrons in order to help fund field trips that are curriculum-related.

(4) Voluntary Class Assessments. Each of the seven classes housed at NBC Middle-High School may assess its members an amount not to exceed \$2.00 annually for memorials and similar minor class activities. The payment of such an assessment shall be strictly voluntary.

II. EXTRA-CURRICULAR ACTIVITIES.

The term 'Extracurricular Activities' means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

A. Personal/Consumable Items. Students may be required to provide personal or consumable items for participation in extracurricular activities and may be required to provide certain specialized materials and equipment. Such requirements are specifically described below. Waivers for low income students may be provided for the provisions of certain materials and equipment in accordance with the waiver section of this Policy (Section 11).

B. Specialized Equipment/Attire. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. Exceptions to this general statement are specifically described below. The District is not required to provide for the use of any particular type of equipment or attire. The cost of maintaining any equipment or attire, including uniforms, which the

student purchases or uses exclusively, shall be the responsibility of the participating student. Some uniforms, such as Band uniforms, Choir Robes, Show Choir Costumes, and similar attire, may require specialized cleaning. If so, a cleaning fee will be charged. Such cleaning fees shall not exceed \$10.00 per year per activity. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are generally the responsibility of the student participant. The District will provide safety mouthpieces for athletes participating in junior high and high school football. Students have the responsibility to furnish personal non-specialized equipment or attire, such as athletic undergarments or non-specialized athletic shoes, for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

C. Fund-Raising Requirements. Students who wish to participate in an extracurricular activity that is wholly or partially financed by fund-raising may be required to take part in fund-raising activities as a condition of participation in the extracurricular activity.

D. Field/Activity Trips. Students may be held responsible for the costs of field trips that are exclusively part of an extracurricular activity. Extracurricular field trips are those in which participation by the student is voluntary, the field trip is not part of the curriculum or an extension of the curriculum, and the field trip occurs outside of regular school hours and/or does not count toward school attendance. A waiver for low income students for extracurricular field trip fees shall be available in accordance with the waiver section of this Policy (Section 11). Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. The cost of food is not subject to a low income waiver.

E. Voluntary Team/Club/Organization Activities. From time to time, members of extracurricular teams, clubs, and organizations may choose to participate in voluntary social activities for members which are above and beyond the mission of the extracurricular activity. These social activities may include annual picnics, movies, pizza parties, and similar activities. Participation in such activities is voluntary and no member of a team, club or organization may be penalized for not participating. The cost of participating in voluntary social activities is the responsibility of the student and is not subject to the low income waiver provision.

F. Voluntary Purchases. Participants on teams and in clubs and organizations may have the opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club or organization accounts. On some teams, players voluntarily purchase flowers for one Parents Night per season. Such purchases are completely voluntary, no team, club, or organization member may be required to make such purchases, and all costs are the responsibility of the student and are not subject to the low income waiver provision.

G. Summer Activities. Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. These activities are not sponsored by the District and participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low income waiver provision.

H. Participation Fees/Admission Charges. The District does not charge direct activity participation fees. Admission fees may be charged for extracurricular activities and events and extracurricular clubs and organizations may charge membership dues.

(1) Admission Fees. Unless otherwise specified in this Appendix, admission fees for students to NBCPS sponsored activities shall not exceed \$4.00 in the current school year. The following regulations shall govern the charging of admission to NBCPS games and events.

**Admission fees to activities hosted by NBCPS on behalf of other sponsoring organizations, such as the East Husker Conference or Nebraska School Activities Association, shall be determined by the sponsoring organization.

**Admission fees to events that are designated as fund-raising activities for extracurricular clubs and organizations, such as the Homecoming Dance sponsored by the Cheerleaders, shall not exceed \$5.00. Admission/Work fees for the Junior-Senior Banquet and Prom shall not exceed \$40.00.

**No admission shall be charged to junior high activities except for dances and the junior high school play. Admission to these events shall not exceed \$4.00.

**Admission to high school athletic events hosted by NBCPS shall not exceed \$4.00 for students in Grades. K-12.

Students may voluntarily purchase an NBC Activity Card which provides admission to home games directly sponsored by the District for a flat fee. For the current school year, this fee will be \$25.00. The NBC Activity card may not be used for admission to activities hosted by NBCPS on behalf of other sponsoring organizations, such as the East Husker Conference or Nebraska School Activities Association. Hosted activities would include Conference tournament games/matches, sub-district and district tournament games/matches, and conference and district track meets. The NBC Activity card may not be used for admission to games that are designated as fund-raising activities for extracurricular clubs and organizations. These include the annual FFA Volleyball Tournament, NB Club Wrestling Tournament, and Powder Puff Football Game.

**For NBCPS-sponsored athletic events, there will be no admission charge for participating athletes, non-participating team members in the same sport, and those students designated by the coaches as student managers, statistics keepers, video tapers, and other assistants. No admission will be charged for Cheerleaders and Dance Team members who are in uniform and performing at the event. No admission will be charged for Marching Band members and Pep Band members who are wearing the appropriate uniform (marching uniform or Pep Band T-shirt) and performing at the event. Band members not in uniform will be charged the full student admission price.

**Concession stand sponsors may designate up to eight (8) student workers and these students will not be charged an admission fee. Concession stand workers beyond that number will be charged regular admission. The Superintendent or his/her designee (Principal or Athletic Director) may increase the number of designated concession stand workers if circumstances warrant.

**No admission fees are charged for elementary (Gr. K-5) activities. Elementary students attending secondary school (Gr. 6-12) activities are charged the student admission fee designated for the event.

The waiver procedure outlined in Section 12 of this Policy does not apply to admission fees.

(2) Junior-Senior Banquet and Prom. (NOTE: grade classification is determined as on the first day of school in the current school year.) There is no admission charge for members of the Senior Class to attend the Junior-Senior Banquet and Prom. Members of the Junior Class host the event. All juniors are expected to participate in fundraising and work nights. Fees may be assessed up to \$30.00 for lack of participation in either of these (fundraising or work nights) with a maximum fee of \$50.00 being assessed. An admission fee of \$10.00 is charged for any date who is not a member of the NBC Junior or senior class. The waiver procedure outlined in Section 12 of this Policy does not apply to Prom.

(3) Club/Organization Dues. Extracurricular clubs and organization may, with permission of the Superintendent or his/her designee, charge membership dues. The maximum allowable dues amount for each club/organization is listed in this Appendix. The waiver procedure outlined in Section 12 of the Policy applies to club dues.

I. Athletics Activities:

(1) Physical Exams. Students participating in Gr.7-12 athletics are required to have a sports physical per NSAA guidelines. Costs of such physical examinations shall be borne by the student or his/her parent or guardian. A waiver of the cost of the required physical exam will be available to those students who qualify as low income under Section 12 of the Policy only if the school district has not provided students the opportunity for a free sports physical for the school year.

(2) Non-specialized clothing/equipment: Students participating in athletics are generally required to provide appropriate athletic undergarments (supporter, bra, and socks), hair ties, and personal medical devices (braces, etc.) Particular sports require the following non-specialized clothing:

**Volleyball--Any gym shoe, practice jersey or top, practice shorts; junior high players provide a pair of generic black shorts for practice/games.

**Softball--black athletics shorts, short-sleeved white t-shirt, practice top and pants.

**Cross Country--Any running shoe, practice top and shorts.

**Basketball--Any gym shoe, practice top and shorts.

**Track--Any running shoe, practice top and shorts.

**Golf--Any gym shoe. Golf shoes, gloves are optional.

(3) Specialized clothing/equipment: Students participating in athletics may be required to provide certain types of specialized clothing and equipment. This includes:

**Football: Players are required to provide cleated shoes. Students may provide, but are not required to provide, gloves, arm pads and similar items. All items of clothing and equipment must be approved by the head coach.

**Wrestling: Both high school and junior high participants are expected to provide an approved wrestling shoe.

**Track: Students participating in specified running events are required to provide spiked track shoes.

**Golf: Participants are expected to provide a set of clubs, and a supply of golf balls and tees. Golfers selected for the varsity team are provided with a team bag; other golfers are expected to provide their own bag.

**Softball: Players are required to provide a fielder's glove and cleated shoes. Bats and certain specialized gloves are provided by the District. The wearing of a visor cap is optional, but if the player chooses to wear a visor cap, it must be an approved uniform cap. Such caps will be made available for purchase by the Softball Club.

Students who qualify as low income under Section 11 of this policy may apply for a waiver of the requirement to provide required specialized athletic clothing and equipment. Any clothing or equipment provided to students by the school district remains the property of the District. Students are obligated to return such equipment cleaned and in serviceable condition and. Failure to do so may result in a cleaning or repair assessment.

(4) Miscellaneous items:

**Participants on varsity and junior varsity teams may have the opportunity to purchase optional team t-shirts, shooting shirts, and similar items through the school's athletic clubs. Such purchases may not be required.

**Camps/clinics:

--Each varsity sport is allowed to conduct one summer clinic sponsored by the school district. There will be no cost to the athletes attending such a camp/clinic.

--Athletes' attendance at individual summer camps/clinics is optional and such camps/clinics may not be sponsored by the school district.

--Summer leagues are voluntary activities and are not sponsored by the school district. Player attendance cannot be required.

--Athletic clubs may sponsor summer clinics as fund-raising activities. These are not sponsored by the school district and player attendance cannot be required.

**Players may voluntarily purchase flowers for one Parents Night activity per season. No player shall be required to participate in such activities nor shall any player be required to purchase flowers for such an event.

J. Spirit Activities:

(1) Uniforms. Cheerleading and Dance Team uniforms are considered to be attire fitted for the student and which the student generally wears exclusively and as such will be required to be provided by the participating student. The cost of maintaining Cheerleading and Dance Team uniforms shall be the responsibility of the participating student. Students who qualify as low income under Section 12 of this Policy may apply for a waiver of the requirement to provide a Cheerleading or Dance Team uniform. Such waivers shall be limited to providing the required uniform components which are specialized; all students may be required to provide the non-specialized components. Any uniforms or equipment provided to students by the school district remain the property of the District. Students are obligated to return such equipment cleaned and in serviceable condition. Failure to do so may result in a cleaning or repair assessment.

**Cheerleaders. The required uniform components are: any white non-specialized tennis (gym) shoe, shell top, skirt, brief, jacket, body suit, and poms. Cheerleaders may, with the permission of the Superintendent or his/her designee, provide their own optional uniform items. These can include: specialized socks and shoes, coat, camp wear (T-shirt and shorts), black pants, polo shirt.

****Dance Team.** The required uniform components are: shell top, dance pants, specified shoes, and poms. Dance Team members may, with the permission of the Superintendent or his/her designee, provide their own optional uniform items. These can include: camp wear (T-shirt and shorts), jacket.

(2) Summer Activities. An optional one-day summer camp is offered. All costs shall be paid by the Cheerleading organization via fund-raising.

(3) Elementary Clinic. Cheerleaders operate a once-per-year after school clinic for elementary students (K-5) and charge a fee to defray the cost of a T-shirt and supplies for participants. Participation in this clinic is optional for elementary students and this activity is not considered a school-sponsored extra-curricular activity for elementary students.

K. Extracurricular Music Activities:

(1) Vocal Music. Students who wish to participate in solos or ensembles for District Music Contest may be required to pay a deposit equal to the district contest registration fee which is reimbursed by District if they actually participate in the contest. Students who wish to audition for All-State Vocal pay an audition deposit equal to the all-state audition registration fee and are reimbursed if they complete the audition whether or not they are chosen for All-State. All other costs of participation in District and All-State activities are paid by the district.

****Show Choir.** An annual Show Choir costume is required for performances. It consists of specified pants or skirt, shirt or blouse, and "contest approved" shoes. Show Choir costumes are considered to be attire fitted for the student and which the student generally wears exclusively and as such will be required to be provided by the participating student. With the approval of the Superintendent, the Show Choir Sponsor may provide an alternative of allowing Show Choir participants to rent the Show Choir costume (except for shoes) from the school district for a rental fee not to exceed \$25.00. The cost of maintaining the Show Choir costume shall be the responsibility of the participating student. However, the Choir Director may assess a cleaning fee, not to exceed \$10.00 per year, to provide specialized cleaning as necessary or to reimburse the cost of cleaning costumes. Students who qualify as low income under Section 11 of this Policy may apply for a waiver of the requirement to provide the Show Choir costume. Such waivers shall be limited to providing the specialized components; all students may be required to provide the non-specialized components. Cleaning fees may not be waived.

(2) Instrumental Music. In addition to instruments and personal/consumable items described in Section I (4) of this Appendix, students participating in extra-curricular Band activities will be required to provide specialized shoes to coordinate with the district's marching/concert uniforms, and to provide a summer uniform consisting of polo short, non-specialized shorts, and non-specialized shoes. The style of marching/concert shoe will be determined by the Band Director in conjunction with the Superintendent or his/her designee. Band shoes may be purchased through the school at a cost of \$25.00. The student then owns the shoes. Used shoes may be acquired if they are serviceable. The school maintains an inventory of used shoes and students may access these on a first come, first-served basis. The school will continue to own these shoes and the student must return them when use is done. Students who qualify as low income under Section 11 of this Policy may apply for a waiver of the requirement to provide the summer uniform. Such waivers shall be limited to providing the specialized components; all students may be required to provide the non-specialized components.

(3) Trips. All expenses for school-sponsored music trips are paid by the district. No school funds, equipment, or paid staff are provided for non-school sponsored trips and students are not required to participate in any such trips. Such a non-school-sponsored trip may be organized by the community Music Boosters group.

L. Clubs/Organizations:

(1) Future Farmers (FFA). Membership in this organization shall not be required of students taking Vocational Agriculture courses.

****Dues:** Members are required to pay dues not to exceed \$2 for 8th Graders and \$15 for Gr. 9-12. Students who qualify as low income under Section 11 of this Policy may apply for a waiver of the dues.

****Clothing:** Members are expected to provide official dress which includes FFA jacket (\$45 with some available in the Chapter), FFA tie (\$10), and non-specified shirt/blouse, black pants/skirt, and black shoes/socks. Students who qualify as low income under Board Policy 3370 may apply for a waiver of the requirement to provide the official dress. Such waivers shall be limited to providing the specialized components; all students may be required to provide the non-specialized components.

****Activities:** Costs of attendance at conventions and activities, including registration fees, travel and lodging costs, may be borne by the school district when that is approved by the Superintendent or Board of Education, by the Chapter as a whole, or by use of fund-raising credits in each member's personal fund-raising account. Generally students may not use personal funds to defray the cost of attendance at school-sponsored FFA activities and events. Exceptions to this general rule may be considered by the Board of Education on a case-by-case basis.

(2) Student Council.

****Dues:** No dues are required.

****Clothing:** There are no specialized clothing requirements. Students may be provided an opportunity to purchase optional organization-related clothing.

****Activities:** Costs of attendance at workshops and activities, including registration fees, travel and lodging costs shall be borne by the organization as a whole, or by use of fund-raising credits in each member's personal fund-raising account. Generally students may not use personal funds to defray the cost of attendance at school-sponsored Student Council activities and events. Exceptions to this general rule may be considered by the Board of Education on a case-by-case basis.

(3) National Honor Society.

****Dues:** An admission fee to be determined by the high school principal and sponsor is required for the Induction Dinner. Since this is a meal cost, no waiver is permitted.

****Clothing:** There are no specialized clothing requirements. Students may be provided an opportunity to purchase optional organization-related clothing.

****Activities:** Except as described above, there are no activities for which students are charged.

(4) Spanish Club.

****Dues:** Members are required to pay annual dues not to exceed \$3.00. Students who qualify as low income under Section 11 of this Policy may apply for a waiver of the dues.

****Clothing:** There are no specialized clothing requirements. Students may be provided an opportunity to purchase optional club-related clothing.

****Activities:** An annual field trip is taken by the Club and costs must be borne by the organization via fund-raising activities.

(5) Speech/Drama Club.

****Dues:** There are no required dues.

****Clothing:** There are no specialized clothing requirements. Students may be provided an opportunity to purchase optional club-related clothing.

****Activities:** All expenses for participation in speech/drama activities paid either by district or club fund-raising.

(6) Science Club.

****Dues:** Members are required to pay annual dues not to exceed \$3.00. Students who qualify as low income under Section 11 of this Policy may apply for a waiver of the dues.

****Clothing:** There are no specialized clothing requirements.

****Activities:** There are no activities for which students are charged.

(7) Athletic Clubs. These include Tiger Football Club, Volleyball, Girls Basketball Club, Girls Softball Club, Running Tigers Track Club, NB (Letterman's Club).

****Dues:** There are no required dues.

****Clothing:** There are no specialized clothing requirements. Students may be provided an opportunity to purchase optional club-related clothing.

****Activities:** All expenses for participation in athletic club activities paid either by district or club fund-raising.

****Fund-raising:** Athletic Clubs may sponsor optional summer clinics for elementary and junior high athletes in volleyball, football, boys and girls basketball. Students are charged a fee for participation. These are not sponsored by the school district and player attendance cannot be required.

(8) Close Up

****Dues:** There are no required dues

****Fund-raising:** Students are required to provide all funding for the trip. Many fundraising activities are scheduled such as Watkins sales, Close-up action, and concession stands.

(9) Future Business Leaders of America (FBLA)

**** Dues:** Depend on State requirement.

**** Clothing:** Business attire at Conference.

**** Activiites:** State Leadership Conference

**** Fundraising:** Students will be required to raise money for State Leadership Conference. The Fundraising is determined each year.

III. WAIVERS.

Students who qualify under Section 11 of this Policy may get the following waiver applications by contacting their Principal.

(1) participation in extracurricular activities;

(2) specialized equipment and attire required for participation in extracurricular activities;

(3) the use of a musical instrument in optional music courses that are not extracurricular activities, and

(4) any other required materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally required.

Documentation of income will be required. There are two means of documenting income. Those who wish to participate in the USDA free/reduced lunch program may sign a waiver allowing the Principal to use the income data from the lunch program application as documentation for student fee waivers. Alternatively, a waiver application form with an income documentation section that is separate from the school lunch program will be made available.

(Adopted July11, 2016)

**NORTH BEND CENTRAL PUBLIC SCHOOLS
SUGGESTED SUPPLY LIST FOR ELEMENTARY STUDENTS**

Preschool

Complete change of clothes to keep at school
Box of Kleenex

Container of Clorox Wipes
Single Subject Spiral Bound Notebook

Kindergarten

Rug or mat for rest period
8 oz. bottle of "Elmer's" glue
One pencil eraser
Box of 24 crayons
1 two pocket folder
1 package Clorox antibacterial wipes

5 quart ice cream bucket with lid
Six #2 pencils
Paint shirt/child's name printed on it
Large book bag
Large box of kleenex tissues

Please label all of your child's supplies except for the ice cream bucket with lid and the two pocket folder.

First Grade

Pencil Box (5x8x2)
4" to 5" pointed scissors
1 dozen #2 pencils - Yellow
Large pink eraser
2 red checking pens
Large box of Kleenex type tissues

8 Expo Black Skinny Dry Erase Markers
Expo skinny dry erase markers (multicolor)
3- 4 oz. bottles of Elmer's glue
3- Boxes of 24 crayons
Paint shirt

Second Grade

1 dozen #2 pencils
1 - large eraser
Small Pencil Box
1 - Box of crayons
1 - Set of washable markers

4" to 5" pointed scissors
2 red checking pens
1 - 8 oz. Bottle of Elmer's Glue
1 - Set of dry erase markers
Large box of Kleenex type tissues

Third Grade

Small Pencil Box
2 - Dozen #2 Pencils
1 - Set of dry erase markers
4" to 5" Pointed Scissors
Large box of Kleenex type tissues
150 or 250 Count wide line notebook paper

1 - 4 oz. Bottle of Elmer's Glue
1 - Box of crayons (24 or 48 count)
1 - 8 Count Wide Tip Marker Set
2 - Two pocket folders
3 or 4 Pencil erasers
7 1/2"x 9 3/4" composition book

Fourth Grade

12 #2 pencils
Pencil erasers
5 two pocket folders
2 pkgs. 150-250 count wide line notebook paper
One pkg. 3" X 5" lined index cards
1 ruler (metric & standard)
8 1/2 x 11 non spiral notebook journal
Old sock (for marker board eraser)
Dry erase markers

Pencil case or box (small)
8 oz. bottle of "Elmer's" glue
4" to 5" pointed scissors
1 set of markers
2 glue sticks
1 - 1 subject spiral notebook
Box of kleenex type tissues
24 count crayons
Box of colored pencils

Fifth Grade

Zippered binder to hold 6 different tab dividers
(like a trapper keeper)
Pencil bag to go inside the trapper keeper to hold

6 different tab dividers (to put inside trapper
keeper to keep each subject separate)
Dry erase markers

Pencils
Pencils & erasers (erasers and pencil top erasers)
Pencils & erasers (erasers and pencil top erasers)
Colored Pencils
Crayons
Pens (red, blue, green, black)

Composition book (1 for reading and 1 for writing: total of 2)
Loose leaf paper (wide or college ruled) need a lot, will use this for all subjects (math, reading, writing, social studies, and science)
Backpack (large enough for school supplies and homework)
2 large brown paper grocery bags (1 for social studies, 1 for science)

NORTH BEND CENTRAL PUBLIC SCHOOLS

SUGGESTED SUPPLY LIST FOR SECONDARY STUDENTS

In accordance with Nebraska law, the provision of school supplies and personal/consumable items by students is voluntary. Non-specialized attire may be required.

GRADES 6-12

Required non-specialized attire: Students in Physical Education classes are required to provide a non-specialized T-shirt and shorts, personal towels, non-specialized gym (tennis) shoes, socks, and appropriate athletic undergarments. Physical Education students in are provided with a gym locker and padlock and must pay the actual cost of a replacement if the padlock is lost or damaged.

Recommended voluntary school supplies: Teachers will provide specific information to students about which of the following items may be needed and when to bring them to class. Students are encouraged to wait until the teacher indicates what will be needed before purchasing any of the following items:

Pencils and pens	Notebook paper
Calculator	Notebooks
Protractor	Non-spiral journal
Compass	3-ring notebook
Standard and metric rulers	Computer pin drive/flash drive
Minor household items (examples: empty bottles, cans, boxes)	

