

Extra-Curricular Activities Policy & Fee Schedule

Section 600 / June 1st 2014

1. PURPOSE

It is the purpose of the extra-curricular programs offered by GreenWood to provide enriching experiences and opportunities for students outside of the regular classroom. Whether the activities are within the school community or part of the larger outside community, students will have an opportunity to grow and develop socially, intellectually, emotionally and physically. Students may participate in a variety of extra-curricular activities that extend beyond their well- rounded classroom programs.

2. SCOPE

2.1. This policy applies to all students and parents enrolled at GreenWood.

3. Policy

GreenWood will comply with Title IX requirements and all applicable state laws and regulations in connection with its extracurricular activities. All students attending GreenWood will have the option to participate, and be encouraged to participate, in any or all extracurricular activities the School may offer. GreenWood will ensure that all extra-curricular activities will be offered equally and openly to all students without regard to gender, as required by Title IX, Education Amendment of 1972.

Extracurricular activities must support the mission and vision of GreenWood. GreenWood may therefore sponsor extracurricular activities that promote health and wellness, problem-solving skills, teamwork, service learning, environmental stewardship, and creativity. In addition, GreenWood's extracurricular activities must be structured so as to provide students a medium for developing self-confidence, self-reliance, self-expression, and assertiveness. GreenWood's School Director will be responsible for evaluating proposed extracurricular activities, determining which activities to approve, and ensuring that all activities are conducted in a safe and responsible manner. Availability of such activities will be dependent upon interest, funding and supervision.

3.1. Expeditions

Expeditions are our primary way of organizing our curriculum. Through immersion, research, and creating a final product, students learn by doing. In order to experience an Expedition fully, students must engage in field work, and will venture into the community guided by our knowledgeable teachers.

The type of field work will be determined by a particular Expedition and by the curriculum. While Expeditions are designed for teaching during the school day, there may be times when they take after school time and even overnight adventures for the older students. No fees will be charged for Expeditions.

3.2. Before and After School Activities

3.2.1. Extra-curricular activities may include athletic or academic teams and competitions that may also augment students' classroom activities. Activities will be selected based on interest and the availability of volunteers and coordinators. Activities may include but are not limited to:

- 3.2.1.1. Summer Garden Camp
- 3.2.1.2. Science Fair
- 3.2.1.3. Music Club
- 3.2.1.4. Creative Writing
- 3.2.1.5. Book Club
- 3.2.1.6. Foreign Language Club
- 3.2.1.7. Extra Tutoring
- 3.2.1.8. Sports
- 3.2.1.9. Photography

3.3. Fees

3.3.1. Reasonable fees needed to cover the cost of extra-curricular activities may be obtained for items such as instruction and building use. Extra-Curricular Activity Fees will be comparable to those charged by the local school district. State law and State Board of Education rules do not permit schools to charge fees for anything that takes place during the regular school day. This means that if a child is in grades K-6, that child cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day. Fees may only be charged for programs offered before or after school, or during school vacations.

3.3.2. Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a

donation in order to participate in an activity. No student may be excluded from an activity or program because they did not make a donation.

3.4. Fee Schedule

- 3.4.1. Greenwood shall annually provide written notice of its student fee schedules and fee waiver policies to the parent or guardian of a child who attends the School

3.5. School Fee Collections & Accounting Procedures

- 3.5.1. It is the duty and responsibility of the School Director to ensure that all student fees collected are in compliance with the authorized fee schedule and financial procedures as approved by the Governing Board. These fees are to be received and deposited in a timely manner. In the collection of fees, the school must comply with statutes and State Tax Commission rules regarding the collection of state sales tax.

3.6. Monies Shall be Collected by Authorized Personal Only

- 3.6.1. All monies for fees are to be collected following this policy and school guidelines using authorized staff only.
- 3.6.2. All money collected is to be deposited in the bank by the close of the day or otherwise if approved by the Board
- 3.6.3. No money is to be collected by unauthorized staff, teachers, teaching assistants, or coaches unless authorized by the School Director.
- 3.6.4.

3.7. Fee Waivers

- 3.7.1. To ensure that no student is denied the opportunity to participate in a club or school-sponsored or supported activity because of an inability to pay a fee, Greenwood will provide for adequate waivers or other provisions in lieu of fee waivers. The fee that is waived must be approved on a yearly basis. The procedure will include the following:
 - 3.7.1.1. The Director will administer the policy and grant waivers.
 - 3.7.1.2. The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and designed to avoid stigma and unreasonable burdens on students and parents.
 - 3.7.1.3. The Director will inform patrons of the process for obtaining waivers. Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know of the waiver. Fee

waivers or other provisions in lieu of fee waivers are to be available to any eligible student.

3.8. Eligibility for Fee Waivers

- 3.8.1. Inability to pay is presumed for students who are:
 - 3.8.1.1. In state custody or foster care
 - 3.8.1.2. Eligible for free school lunch
 - 3.8.1.3. Family is receiving public assistance
 - 3.8.1.4. Family is receiving SSI (Supplemental Security Income) or Aid to Families with Dependent Children
- 3.8.2. CASE BY CASE determinations are to be made for those who do not qualify in one of the foregoing standards but whom, because of extenuating circumstances such as, but not limited to,

exceptional financial burdens such as loss or substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee.

- 3.8.3. In accordance with Utah State Code §53A-12-103.5, a parent or guardian of a student applying for a fee waiver is to provide documentation and certification of eligibility including income tax returns or current pay stubs.
- 3.8.4. Denial of eligibility for a waiver may be appealed in writing to the School Director within ten (10) school days of receiving notice of denial.
 - 3.8.4.1. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the School Administrator to discuss the parent's concerns.
 - 3.8.4.2. If, after meeting with the School Director, the waiver is still denied the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Governing Board.
- 3.8.5. Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for waiver is being determined or during the time a denial of waiver is being appealed.
- 3.8.6. Additionally, students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal Financial Assistance in accordance with Title IX.

3.9. Items not subject to waivers

- 3.9.1. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student damaging or losing school property. The school shall pursue reasonable methods for obtaining payment for such charges, including withholding official grade reports, diplomas, and transcripts as indicated in this policy. Charges for yearbooks, pictures, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements.
- 3.9.2. In accordance with Utah Code §53A-11-806 any school whose property has been lost or willfully cut, defaced, or otherwise injured may withhold the issuance of official written grade reports, diploma, and transcripts of the student responsible for the damage or loss until the student or the student's parent or guardian has paid for the damages. The student's parent or guardian is liable for damages as otherwise provided in Section 78A-6-1113.
- 3.9.3. Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts.

- 3.1. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by GreenWood in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then, the school may provide for a program of voluntary work for the student in lieu of the payment