

## SECTION II

# » FEES / PERMITS / WAIVER BENEFITS

|            |  |
|------------|--|
| <b>3-4</b> | Student Fees   |
| <b>5</b>   | Device Protection and Fine Overview                  |
| <b>6</b>   | Charge and Refunds for Students Leaving the District |
| <b>6</b>   | Student Permit to Drive to School                    |
| <b>7</b>   | Meal Assistance Programs and Fee Waiver Benefits     |
| <b>7</b>   | Meal Charge Guidelines                               |
| <b>8</b>   | High School Yearbook Guidelines                      |

## STUDENT FEES FOR 2023-2024

|  |   |   |
|--|---|---|
| <b>Preschool</b>   |   | \$ 425.00 per month<br>\$ 3,817.00 per year |
| <b>Elementary School</b>                                   | Curriculum Resources – K-5 (full-time)                                    | \$ 90.00 per student                        |
|  | Instrument Rental – All Including Percussion                              | \$ 50.00 per year                           |
| <b>Middle School</b>                                       | Curriculum Resources  | \$ 105.00 per student                       |
|  | Instrument Rental – All Including Percussion                              | \$ 50.00 per year                           |
|  | Replacement ID *  | \$ 3.00 each                                |
|  | Replacement Lanyard *   | \$ 2.00 each                                |
|  | Replacement Music *   | varies based on cost                        |
|  | Replacement Social Studies Interactive Notebook *                         | \$ 6.00 each                                |
| <b>High School</b>   | Curriculum Resources  | \$ 105.00 per student                       |
|  | Activity Pass *   | \$ 40.00 per student                        |
|  | Cap and Gown Fee  | \$ 27.00 per student                        |
|  | CNA Students – ALEKS Math Test for NICC                                   | \$ 15.00 per student                        |
|  | CNA Students – Background Check for NICC                                  | \$ 20.00 per student                        |
|  | Driver Education  | \$ 379.00                                   |
|  | Instrument Rental (Band & Orchestra)                                      | \$ 50.00 per year                           |
|  | Marching Band Shoes – one time purchase *                                 | \$ 25.00 per pair                           |
|  | Replacement ID *  | \$ 3.00 each                                |
|  | Replacement Lanyard *   | \$ 2.00 each                                |
|  | Replacement Music *   | varies based on cost                        |
|  | Replacement Safety Glasses *  | \$ 3.00 per pair                            |
|  | Student Parking Permit *  | \$ 40.00                                    |
| <b>Transportation</b>                                      | Seats Available   | \$ 340.00 per year                          |
| <b>Home School Students</b>                                | K-12 (per graded course fee)  | \$ 15.00 per course                         |
|  | ISASP Testing * Dual Enrolled Students                                    | no charge                                   |
|  | ISASP Testing * Home School Assistance Program and Dual Enrolled Students | no charge                                   |
| <b>Summer School Charges<br/>(June, July, August 2022)</b> | Driver Education (district students)                                      | \$ 379.00                                   |
|  | Credit Recovery Workshop *  | \$ 25.00                                    |
| <b>Miscellaneous Fees *</b>                                | Chargeback Fee  | \$ 20.00 per item                           |
|  | Transcript Fees   | \$ 5.00 per transcript                      |

\* NOT SUBJECT TO FEE WAIVER

CONTINUED »

## TEXTBOOK CARE GUIDELINES

Per Iowa Code 301.1:

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

Curriculum resources are furnished by the school. These resources include items such as textbooks, digital texts and companion materials, software packages, and other items are an important part of the basic school curriculum and constitute a major District expenditure. It is imperative that both students and teachers consistently strive for good textbook care which will maximize textbook usefulness.

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

### Accounting System

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

### Damage of Curriculum Resources

#### *Permanent Marks/Major Repairs:*

Students will be charged the current publisher or vendor replacement cost.

Principals and School Business Managers will attempt to settle all student financial matters prior to the

end of the school year. Report cards may not be held if the student account is delinquent or the family is unable to meet their financial obligation.

## STUDENT FINES

### Lost Curriculum Resources

*Refer to definition of textbooks.*

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

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

### Payment of Fines / Fees

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

### Rebound Textbooks

\$12.90

### Replacement Cost for Lost Calculators

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

## DEVICE PROTECTION AND FINE OVERVIEW

The Dubuque Community School District (DCSD) recognizes there is a need to protect the investment of the district-issued, student-assigned device and/or accessories.

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

### THEFT, LOSS OR FIRE

The OEM Warranty or the break/fix protection referenced above DOES NOT cover Dubuque Community School District devices and/or accessories that are stolen, lost or damaged by fire while in a student's custody. The student/parent will be responsible for incurring any replacement costs (not to exceed \$350.00) of the district-issued, student-assigned device and/or accessories should it be stolen, lost or damaged.

Students/parents may wish to carry their own personal insurance to protect the device and/or accessories in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device and/or accessories.

Additionally, a parent/guardian can visit [www.dbqschools.org/district/curriculum/anytime-anywhere-learning](http://www.dbqschools.org/district/curriculum/anytime-anywhere-learning) for a listing of companies to purchase supplemental insurance coverage for the device and/or accessories. Please note that the Dubuque Community School District is not affiliated or associated with, and will not endorse, any insurance provider. Information is provided by the District about supplemental provider is simply for the parent/guardian to investigate and engage regarding their program. Any insurance obtained by a third party is solely between the parent/guardian and the insurance provider.

### INTENTIONAL DAMAGE

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

The following table is an estimate for pricing related to intentional damage for a device issued or used by a student:

| SCHEDULE OF DAMAGE OR DEFAACEMENT  | FINE      |
|--|-----------|
| <b>SCHEDULE "A"</b> - Examples, but not limited to, would be:<br>Missing/Removed Asset Tags or other Designated Identification Labels        | \$ 10.00  |
| <b>SCHEDULE "B"</b> - Examples, but not limited to, would be:<br>Device Input Ports, Speakers, Web Camera, Various Cable/Plastics/Screw Kits | \$ 35.00  |
| <b>SCHEDULE "C"</b> - Examples, but not limited to, would be:<br>Casing/Housing, Internal Battery, Power Adapter, Keyboard (missing keys)    | \$ 65.00  |
| <b>SCHEDULE "D"</b> - Examples, but not limited to, would be:<br>Touchscreen Display, Internal Hard Drive                                    | \$ 225.00 |
| <b>SCHEDULE "E"</b> - Significant damage to device that parts and repair costs would exceed the value of the device.                         | \$ 385.00 |

All costs of repairs, parts, and fines deemed necessary are the sole discretion of the Dubuque Community School District, the OEM and/or the District's supplemental coverage provider.

## CHARGE AND REFUNDS FOR STUDENTS LEAVING THE DISTRICT

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

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

| GRADE LEVEL                | CHARGE         |                    | REFUND         |                    |          |
|----------------------------|----------------|--------------------|----------------|--------------------|----------|
|                            | Waiver 60% Fee | No Waiver 100% Fee | Waiver 60% Fee | No Waiver 100% Fee |          |
| <b>K - 5 * (full-time)</b> |                |                    |                |                    |          |
| First Week of School       | \$ 54.00       | \$ 90.00           | \$ 54.00       | 100%               | \$ 90.00 |
| September                  | \$ 54.00       | \$ 90.00           | \$ 43.20       | 80%                | \$ 72.00 |
| October                    | \$ 54.00       | \$ 90.00           | \$ 37.80       | 70%                | \$ 63.00 |
| November                   | \$ 54.00       | \$ 90.00           | \$ 32.40       | 60%                | \$ 54.00 |
| December                   | \$ 54.00       | \$ 90.00           | \$ 27.00       | 50%                | \$ 45.00 |
| January **                 | \$ 54.00       | \$ 90.00           | \$ 21.60       | 40%                | \$ 36.00 |
| February **                | \$ 27.00       | \$ 45.00           | \$ 16.20       | 30%                | \$ 27.00 |
| After February             | \$ 27.00       | \$ 45.00           | \$ ---         | 0%                 | \$ ---   |

| Middle School * | Waiver 60% Fee       | No Waiver 100% Fee | Waiver 60% Fee | No Waiver 100% Fee |          |
|-----------------|----------------------|--------------------|----------------|--------------------|----------|
|                 | First Week of School | \$ 63.00           | \$ 105.00      | \$ 63.00           | 100%     |
| September       | \$ 63.00             | \$ 105.00          | \$ 50.40       | 80%                | \$ 84.00 |
| October         | \$ 63.00             | \$ 105.00          | \$ 44.10       | 70%                | \$ 73.50 |
| November        | \$ 63.00             | \$ 105.00          | \$ 37.80       | 60%                | \$ 63.00 |
| December        | \$ 63.00             | \$ 105.00          | \$ 31.50       | 50%                | \$ 52.50 |
| January **      | \$ 63.00             | \$ 105.00          | \$ 25.20       | 40%                | \$ 42.00 |
| February **     | \$ 31.50             | \$ 52.50           | \$ 18.90       | 30%                | \$ 31.50 |
| After February  | \$ 31.50             | \$ 52.50           | \$ ---         | 0%                 | \$ ---   |

| High School *  | Waiver 60% Fee       | No Waiver 100% Fee | Waiver 60% Fee | No Waiver 100% Fee |          |
|----------------|----------------------|--------------------|----------------|--------------------|----------|
|                | First Week of School | \$ 63.00           | \$ 105.00      | \$ 63.00           | 100%     |
| September      | \$ 63.00             | \$ 105.00          | \$ 50.40       | 80%                | \$ 84.00 |
| October        | \$ 63.00             | \$ 105.00          | \$ 44.10       | 70%                | \$ 73.50 |
| November       | \$ 63.00             | \$ 105.00          | \$ 37.80       | 60%                | \$ 63.00 |
| December       | \$ 63.00             | \$ 105.00          | \$ 31.50       | 50%                | \$ 52.50 |
| January **     | \$ 63.00             | \$ 105.00          | \$ 25.20       | 40%                | \$ 42.00 |
| February **    | \$ 31.50             | \$ 52.50           | \$ 18.90       | 30%                | \$ 31.50 |
| After February | \$ 31.50             | \$ 52.50           | \$ ---         | 0%                 | \$ ---   |

\* Includes all special education

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

## STUDENT PERMIT TO DRIVE TO SCHOOL

An Affidavit for a student to receive a license to drive to school may be obtained at the local Driver's License Bureau website at [www.iowadot.gov/mvd/driverslicense/under-18](http://www.iowadot.gov/mvd/driverslicense/under-18).

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

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

---

## MEAL ASSISTANCE PROGRAMS AND FEE WAIVER BENEFITS

### MEAL ASSISTANCE PROGRAMS

**For the 2023-2024 school year, families wishing to receive MEAL ASSISTANCE fall into three main categories:**

**Direct Certification:** a household member receives federal SNAP or FIP benefits; receives a DHS letter; is homeless; a runaway or migrant; is a foster child.

- Regardless of where your student attends, free or reduced-priced meals are automatic and no additional meal assistance form is needed.

*IF NOT DIRECTLY CERTIFIED:*

**Community Eligibility Provision:** a household member attends Alta Vista Campus, Audubon, Hoover, Jefferson, Lincoln, Marshall, Prescott, Washington.

- ALL students in these schools receive no-cost meals, regardless of income and no additional meal assistance form is needed.

**Free and Reduced-Priced Meals:** a household member attends Bryant, Carver, Eisenhower, Hempstead, Irving, Kennedy, Roosevelt, Sageville, Senior, Table Mound.

- Students in these schools who are not directly certified must complete the Free and Reduced-Priced Meals Application and meet federal income guidelines to receive meal assistance.

Access the Free and Reduced-Priced Meals Application, including complete instructions, on the district website at [www.dbqschools.org/mealprograms](http://www.dbqschools.org/mealprograms). Printed copies of the application are also available at any school.

### FEE WAIVER APPLICATION

Based on federal income eligibility guidelines, households may also qualify to have district FEES WAIVED OR REDUCED. **Families wishing to receive a FEE WAIVER must waive confidentiality of household income eligibility status by completing a fee waiver application.**

**NEW THIS YEAR:** To make accessing the FEE WAIVER APPLICATION as easy as possible, it is being included in the ONLINE REGISTRATION process completed by each family.

- For those requesting a fee waiver, only ONE fee waiver application PER HOUSEHOLD is required. Fee waiver applications completed in online registration meet this requirement and cover all school-aged children in the household.
- Depending on your meal assistance category, you may be asked to complete an income verification form to determine eligibility.

NOTE: Families are required to submit appropriate paperwork EACH YEAR to receive meal assistance and fee waiver benefits with eligibility determined by the federal income eligibility guidelines for that school year.



#### Fee Waiver Application

The form is included when completing the Free and Reduced-Priced Meals Application and when completing online registration. Learn more at [www.dbqschools.org/mealprograms](http://www.dbqschools.org/mealprograms).

---

## MEAL CHARGE GUIDELINES

The Dubuque Community School District is committed to offering breakfast and lunch to all students within the district.

These meals may have a cost associated with them depending on the student's school of attendance and any meal assistance the student/family may receive.

For instances in which a student's meal account balance becomes negative, the district has established

administrative guidelines that determine when a student is no longer able to purchase a la carte meals or when a student may be served an alternate meal.

For more information, refer to school board policy #7002, available in Section VI School Board Policies of this handbook and on the district website at [www.dbqschools.org](http://www.dbqschools.org).

---

# HIGH SCHOOL YEARBOOK GUIDELINES

## **Underclass Student Portraits**

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

## **Senior Portraits**

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

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

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

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

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

## **Yearbook Distribution**

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