

MANASSAS CITY PUBLIC SCHOOLS

FY 2023-2024 APPROVED STUDENT FEES AND CHARGES, FOOD SERVICE FEES AND  
CHARGES AND BUILDING USE FEES

May 16, 2023 SCHOOL BOARD MEETING

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**Manassas City Public Schools  
Fees and Charges for FY 2023-2024**

**ALL SCHOOLS**

<b><u>ACTIVITY</u></b>	<b><u>2022-23 Fee</u></b>	<b><u>Approved 2023-24 Fee</u></b>
Letter of Proof with complete records	\$20	\$20
Lost Agenda Book / Communications Folder	Cost (replacement)	Cost (replacement)
Elementary Music Programs (i.e. Recorder)	Cost of instrument and related supplies	Cost of instrument and related supplies
Student Records (School Board Policy JO)	\$4 – 1 <sup>st</sup> 6 pages, .20 per page for additional pages	\$4 – 1 <sup>st</sup> 6 pages, .20 per page for additional pages
Clubs (optional)	Varies	Varies
Spirit Wear (t-shirts, etc.)	Cost	Cost
Field Trips	Cost	Cost
Library Books	Replacement Cost	Replacement Cost
Lost or Damaged Textbooks	Repair/Replacement Cost	Repair/Replacement Cost
Lost or Damaged Device (Computer/Tablet)	Repair/Replacement Cost	Repair/Replacement Cost
Lost or Damaged Musical Instrument	Repair/Replacement Cost	Repair/Replacement Cost
Late Fees	10% - applies 30 days after due date	10% - applies 30 days after due date
NSF Check Fee	\$50	\$50
Food Service – Envision Payment Solutions – NSF Check Fee	\$50*	\$50*

**OSBOURN HIGH SCHOOL**

<b><u>ACTIVITY</u></b>	<b><u>2022-23 Fee</u></b>	<b><u>Approved 2032-24 Fee</u></b>
Athletic Participation	\$ 0	\$ 0
Admission Fees	Varies \$6 (sport events)	\$6 adults (sport events) \$3 students (sport events)
Musical Instrument Rental Fee	\$ 0	\$ 0
Student Parking Permit	\$100/\$50 after start of second semester	\$100/\$50 after start of second semester
Parking without a Permit fee	After first two weeks of school: \$20 first occurrence \$25 second and third occurrence (1)	After first two weeks of school: \$20 first occurrence \$25 second and third occurrence (1)
Driver's Education	\$175	\$175
Photography Materials Fee	\$0	\$ 0
PE T-shirt	\$0	\$ 0
Official Transcripts	Current students: free Alumni: \$4 each	Current students: free Alumni: \$4 each
Class Dues	\$ 0	\$ 0
Summer School (for Credit)**	\$350 per course \$275 (reduced status) \$175 (free status) \$650 non-residents \$230 online course \$430 online course (non-resident)	\$350 per course \$275 (reduced status) \$175 (free status) \$650 non-residents \$230 online course \$430 online course (non-resident)

**METZ MIDDLE SCHOOL**

<b><i>ACTIVITY</i></b>	<b><i>2022-23 Fee</i></b>	<b><i>Approved 2023-24 Fee</i></b>
<b>Athletic Participation</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>PE Uniform (1)- T-shirt</b>	<b>\$0</b>	<b>\$ 0</b>
<b>Musical Instrument Rental Fee</b>	<b>\$0</b>	<b>\$ 0</b>

**BALDWIN AND MAYFIELD INTERMEDIATE SCHOOLS**

<b><i>ACTIVITY</i></b>	<b><i>2022-23 Fee</i></b>	<b><i>Approved 2023-24 Fee</i></b>
<b>Athletic Participation</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Club Fees</b>	<b>\$10</b>	<b>\$ 0</b>
<b>Musical Instrument Rental Fee</b>	<b>\$ 0</b>	<b>\$ 0</b>

\* Food Service – Envision Payment Solutions – NSF Check Fee - \$50 per Virginia Code Annotated § 8.01-27.1, plus legal interest from the date of the check and the bad check return fee charged to the holder by its bank.

\*\* Credit Recovery classes are free to all students.  
1<sup>st</sup> Acceleration class is free all others will follow Summer School Fee Schedule

(1) After third violation, parking privileges will be revoked for remainder of semester. Violators will be towed or booted.

**In accordance with the Virginia State Code and School Board Policy, fees and charges may be reduced or waived for those students who are unable to afford them.**

All of the following fees are paid to the School Board: Driver’s Education, Summer School, lost/damaged textbooks, and lost/damaged technology devices.

All other fees collected and deposited into school activity funds shall be used for the current year’s program, club or activity.

My School Bucks will charge a convenience fee of 3.95%, per transaction.

# ***MANASSAS CITY PUBLIC SCHOOLS***

## **FEE WAIVER GUIDELINES**

1. No school or school employee may charge any student a fee unless it has been approved by the school board.
2. No student will be denied enrollment in any class during the regular school day for failure to pay school fees.
3. Individual students and parents will be required to pay for damage to textbooks, musical instruments, computer devices, lab materials and school property beyond a reasonable wear and use by the student.
4. Report cards, class schedules, and diplomas may not be withheld due to non-payment of fees.
5. Students will not be penalized or subject to disciplinary action for non-payment of fees.
6. Students who have been determined eligible for free or reduced meals are automatically eligible to have their fee waiver approved. In order to validate students eligible for free and reduced meals the parent or student must provide a completed Eligibility Notification Letter.
7. Other extenuating circumstances that determine eligibility for a reduction or waiver include:
  - Financial distress from significant loss of income due to severe illness or injury in family; or
  - Encountered unusual expenses such as fire, flood, or storm damage within the school year.
8. The names of students who have been granted waivers shall not be published, posted, or announced to any other person for any purpose, except to school employees on a need to know basis.

## **FEE WAIVER PROCEDURES**

1. Each time a fee is charged, parents are eligible to apply for a reduction or waiver of the fee. They must complete the fee waiver form and submit it to the school principal or designee for approval.
2. Each building principal shall designate an administrator to handle and process fee waivers. A student/parent desiring a fee waiver will provide to that administrator with such information as he/she deems necessary to determine the need for the waiver.
3. Case by case determinations will be made for all students/parents who apply. The administrator will give written notice of the decision on the fee waiver form.
4. All financial documentation will be destroyed immediately after the decision is made. The fee waiver form will be kept in the student file.
5. Students who have been granted waivers will not be identified or treated differently from other students.

## **FEES ELIGIBLE FOR FEE WAIVER**

- Fees for activities that occur during regular school hours, including field trips, any portion of which fall within the school day and are a requirement for a class grade.

- Fees for activities required to participate in all courses offered for credit or a grade.
- Fees or tuition applicable to courses taken for credit or grade during the summer by a student.
- Fees for one copy of the student's record.

\*Note: Students are given the option of supplying their own materials for classes that are charging a consumable fee. This will help curb the cost of supplies purchased.

**FEES NOT ELIGIBLE FOR FEE WAIVER**

- Fines imposed on all students for late-returned library books, parking or other reasonable charges for lost or destroyed textbooks, library books, workbooks, or any other property of the school.
- Reasonable charges for lost or destroyed devices, such as: musical instruments and computer/tablet devices or musical instrument and computer/tablet devices damage repair fee.
- Costs for extracurricular activities occurring outside the regular school day including athletics, optional trips, clubs or social events.
- Non-resident tuition charged all students attending a school system other than the one serving their place of residence.
- The Behind the Wheel portion of the driver's education program.
- The preparation and distribution of official paper copies of transcripts.
- Non-sufficient check fees.
- SAT prep course fees
- Admission fees to athletic events, school dances, and other social events (after-school hours)
- School spirit items such as class rings, yearbooks, pictures, class shirts, etc.
- Parking permit fees

**Manassas City Public Schools**  
**Approved Fees and Charges for FY**  
**2023-2024**

**FOOD SERVICES**

<b>Meal</b>	<b>2017-2018 Fees</b>	<b>2018-2019 Fees</b>	<b>2019-2020 Fees</b>	<b>2020-2021 Fees</b>	<b>2021-2022 Fees</b>	<b>2022-2023 Fees</b>	<b>2023-2024 Fees</b>
Elementary Breakfast	\$1.45	\$1.45	\$1.45	\$1.45	\$0	\$0	\$0
Secondary Breakfast	\$1.45	\$1.45	\$1.45	\$1.45	\$0	\$0	\$0
Adult Breakfast	\$1.80	\$1.80	\$1.80	\$1.80	\$1.80	\$0	\$0*
Elementary Lunch	\$2.60	\$2.60	\$2.60	\$2.60	\$0	\$0	\$0
Intermediate & Secondary Lunch	\$2.70	\$2.70	\$2.70	\$2.70	\$0	\$0	\$0
Adult Lunch (Elementary)	\$3.25	\$3.25	\$3.35	\$3.35	\$3.35	\$3.35	\$0*
Adult Lunch (Intermediate & Secondary)	\$3.25 (Salad bar will be \$3.50)	\$3.25 (Salad bar will be \$3.50)	\$3.35	\$3.35	\$3.35	\$3.35	\$0*

There are no transaction fees if parents use an e-check or enroll in OnePay. If parents use a credit card there is a transaction fee of \$2.75.

\*Non-students will be charged at ala carte pricing.

**APPROVED FEES: EFFECTIVE JULY 1, 2023**

**Fee Schedule**

**1. Building Rental - Non-commercial Fees**

	<u>Elementary</u> (\$ per hr.)	<u>Intermediate &amp; Middle</u> (\$ per hr.)	<u>High School</u> (\$ per hr.)
Auditorium	30.00	40.00	50.00
Cafeteria without kitchen	35.00	45.00	55.00
Cafeteria with kitchen <sup>1</sup>	60.00	60.00	60.00
Kitchen Equipment <sup>1</sup>	4.00/piece/hr.	4.00/piece/hr.	4.00/piece/hr.
Ice Machine	5.00 (flat fee)	5.00 (flat fee)	5.00 (flat fee)
Gymnasium	40.00	50.00	50.00
Classrooms	20.00	20.00	20.00
Football Field w/Stadium <sup>2</sup>	n/a	\$30	650.00
Baseball/Softball Field w/Stadium <sup>2</sup>	n/a	\$30	250.00
Track	n/a	50.00 /250.00 per day	50.00 /250.00 Per Day
Football Field Lights	n/a	20.00	20.00
Baseball/Softball Field Lights	n/a	20.00	20.00
Electronic Scoreboard	n/a	15.00	15.00
Sound System:	n/a	n/a	n/a
Self-Contained - 1 microphone	10.00	10.00	10.00
Built-in- 1 microphone	5.00	5.00	5.00
Additional microphones/Speakers	4.00 each	4.00 each	4.00 each
Piano	5.00	5.00	5.00
Parking Lot (per 8 hour day)	50.00/day	50.00/day	50.00/day
<ul style="list-style-type: none"> <li>• Depending upon the event, there may be a requirement that the renter provide portable toilets at their own expense.</li> <li>• All building rentals for the Auditorium, Cafeteria, Gymnasium, and classrooms will also have a corresponding (at a minimum) custodial charge with a 2 hour minimum at an hourly rate of \$35.00</li> </ul>			
Special Trash Pickup (Regular)	200.00 (flat fee)	200.00 (flat fee)	200.00 (flat fee)
Notes:			
	<sup>1</sup> Requires Cafeteria Employee(s) @ additional cost		
	<sup>2</sup> There is a minimum of 16 hours custodial cleanup charged for a football stadium rental and 8 hours for a baseball/softball field stadium cleanup.		

Educational Rates: (Must be an authorized <b>Virginia Public University/College</b> educational facility such as GMU, JMU, etc. - not booked through School Board Office)	\$22.50 per class
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**2. Personnel Costs - Non-commercial Fees**

	<u>Minimum Time</u>	<u>Hourly Rate \$</u>
Cafeteria Employee Cost <sup>3</sup>	2 hours	37.00
Faculty/Administrator Supervision <sup>3</sup>	2 hours	37.00
Custodial <sup>3</sup>	2 hours	37.00
Maintenance Technician <sup>3</sup>	2 hours	40.00
Security <sup>3</sup>	2 hours	30.00
Note: <sup>3</sup> Rates are subject to change as wages increase. Security rate is based upon off-duty Manassas City Police rate.		

**3. Building Rental - Commercial Fees**

	<u>Elementary</u> <u>(\$ per hr.)</u>	<u>Intermediate &amp;</u> <u>Middle</u> <u>(\$ per hr.)</u>	<u>High School</u> <u>(\$ per hr.)</u>
Auditorium	65.00	150.00	200.00
Cafeteria without kitchen	100.00	100.00	100.00
Cafeteria with kitchen <sup>1</sup>	150.00	150.00	215.00
Kitchen Equipment <sup>1</sup>	8.00/piece/hr.	8.00/piece/hr.	8.00/piece/hr.
Ice Machine	10.00 (flat fee)	10.00 (flat fee)	10.00 (flat fee)
Gymnasium	150.00	150.00	200.00
Classrooms	40.00	40.00	40.00
Football Field w/Stadium <sup>2</sup>	n/a	45.00	1,300.00
Baseball/Softball Field w/Stadium <sup>2</sup>	n/a	45.00	500.00
Track	n/a	75/400 per day	370.00
Football Field Lights	n/a	40	90.00
Baseball/Softball Field Lights	n/a	40	60.00
Electronic Scoreboard	n/a	n/a	30.00
Sound System:	n/a	n/a	n/a
Self-Contained - 1 microphone	20.00	20.00	20.00
Built-in- 1 microphone	10.00	10.00	10.00
Additional microphones/Speakers	8.00 each	8.00 each	8.00 each
Piano	10.00	10.00	10.00
Parking Lot (per 8 hour day)	400.00/day	500.00/day	600.00/day
<ul style="list-style-type: none"> <li>• Depending upon the event, there may be a requirement that the renter provide portable toilets at their own expense.</li> </ul>			
Special Trash Pickup (Regular)	300.00 (flat fee)	300.00 (flat fee)	300.00 (flat fee)
Notes: <sup>1</sup> Requires Cafeteria Employee(s) @ additional cost <sup>2</sup> There is a minimum of 16 hours custodial cleanup charged for a football stadium rental and 8 hours for a baseball/softball field stadium cleanup.			

**4. Personnel Costs - Commercial Fees**

	<u>Minimum Time</u>	<u>Hourly Rate \$</u>
Cafeteria Employee Cost <sup>3</sup>	2 hours	40.00
Faculty/Administrator Supervision <sup>3</sup>	2 hours	40.00
Custodial <sup>3</sup>	2 hours	40.00
Maintenance Technician <sup>3</sup>	2 hours	45.00
Security <sup>3</sup>	2 hours	40.00
Note: <sup>3</sup> Rates are subject to change as wages increase. Security rate is based upon off-duty Manassas City Police rate.		