

Each spring, schools and departments must submit a list of proposed fees for the ensuing school to the Business Office for review, compilation, and submission to the Board.

The Business Office will make reasonable efforts to ensure consistency among schools in the levels of fees where comparable circumstances exist, and to restrict fees to reasonable levels appropriate to the activities and/or services. While school-based fees are generally, determined by the building principal or program manager, at times, it may become appropriate to turn a fee or charge into a system-wide fee or charge at the discretion of the board.

Definitions

- A. Fees & Charges – Amounts collected by the District to cover the cost of optional supplementary supplies, materials, or services to students.
- B. Fines – Amounts assessed for the cost of replacing materials or property, which are lost or damaged due to negligence and/or amounts levied for items such as overdue books or parking infractions. A student may make restitution for fines through a voluntary work program.
- C. Fee Waivers – Reduction or elimination of fees may be granted to students whose families would have difficulty paying due to their low income. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

Questions about fees or charge amounts will be raised to the building principal and if further clarification is desired, to the district's Deputy Superintendent for Business and Finance. If clarification is sought, the Deputy Superintendent for Business and Finance will determine if a recommendation should be made to the Board to make a system-wide decision about the fee or charge.

Guidelines for Establishing Fees:

- A. Class registration information shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.
- C. A fee may be collected for music and theatrical performance attire. However, any student may provide his/her own if it meets reasonable requirements.
- D. A reasonable fee may be collected but must not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the District.
- E. Students may be required to furnish personal or consumable items including pencils, paper, eraser, notebooks, workbooks, etc.
- F. Schools may request voluntary fees to help support a school or classroom activity or project. For example, a school may request voluntary field trip fees to help subsidize the transportation, admission, or general costs of a field trip. However, to the extent that student's participation in educational activity for project is required parents/students must be notified that the payment is voluntary and students shall not be denied participation based on his or her inability to pay the voluntary fee.

- G. Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.
- H. A fee may be collected for personal or physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements.
- I. A fee may be collected for a unit of instruction including field trips where the activity, which is enhanced by the use of facilities not available on the school premises, and participation in the activity, is optional on the part of the student.
- J. A fee may be collected from students as a condition for attendance at any optional, non-credit, extracurricular event or activities, which are of a cultural, social, recreational, or athletic nature.
- K. A fee may be collected to cover the cost of student housing and/or meals while engaged in outdoor education activities.
- L. Teachers, who wish to encourage parents/families to purchase or contribute personal money toward class purchases of supplies, books, periodicals, newspapers, etc. must have the principal's prior approval and must stipulate the voluntary nature of such activity. All materials should be selected from traditionally accepted products from educational publishers.

Fees Shall Not Be Levied:

- A. Field trips required as part of a basic educational program or course; however, fees may be collected on a voluntary basis as described above.
- B. Textbooks (non-consumable) which are designated as basic instructional material for a course of study.
- C. To pay for necessary staff to teach any course, educational program, or portion thereof.

Guidelines for Repayment of Fines, Fees, and Charges and Measures for Non-payment:

Fines, fees, and charges may be levied for lost textbooks, library books or equipment or infractions such as late books, parking, graffiti, etc. In the event, the student does not make proper restitution (or discharge the fine/charge through voluntary work obligation) the following may occur:

- A. Grades, transcripts, or diplomas may be withheld.
- B. The student may be held out of participation in extracurricular activities, including athletics.
- C. The student may have withheld prepaid goods purchased from the district including, but not limited to yearbooks, pictures, and optional graduation supplies.
- D. The student may be held out of participation in optional school activities including dances and excursions.
- E. The student may be held out of optional graduation ceremonies.

In addition, if a student with an outstanding fine or fee has transferred to another public K-12 school district requesting the student's records, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions will be forwarded to the enrolling school. This information shall be communicated to the enrolling district the confirming records shall be sent as soon as possible. The official transcript will not be sent until the fee or fine is discharged.

The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. At the conclusion of each school term, a record of all fines outstanding by student identification number will be kept by each school.

Guidelines for Issuing Refunds

It is sometimes necessary to refund parents for fines, fees, and charges. A reasonable effort will be made by programs collecting fees to communicate refund guidelines. Please refer to 3520P-Exhibit A for refund guidelines.

Date: 8.17