

Student Fees, Fines, Charges

The district may charge students reasonable fees for supplementary instructional supplies and materials. Any fees charged may not exceed the cost of the instructional supplies or materials, and the district must not require that these supplies and materials be purchased from the district. The district will account for all moneys received by district personnel for supplementary supplies and materials. The district shall make fee reductions or waivers available to low-income students who qualify under the USDA child nutrition program (free and reduced lunch program).

Some fees are not district-wide and will be set at the building level.

The Superintendent or designee must approve student fee schedules for individual buildings on an annual basis. Each building shall submit an annual report to Business Services indicating the purpose and amount of all fees to be collected from students. This report shall be prepared each spring during the annual budget process.

In establishing fees for classes, the following guidelines shall be used:

- A. Class registration literature 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. Students may be required to furnish personal or consumable items including pencils, paper, erasers, and notebooks.
- D. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Examples of permissible fees for instructional purposes:

- Physical education/athletic equipment and apparel
- Summer School registration
- Tuition for students requiring a special visa (non-foreign exchange students)
- Tuition for students age twenty-one or older
- Rental cost for use of district-owned musical instruments and/or uniforms
- Supplementary instructional supplies/materials, including:
 - Consumable items such as pencils, papers, notebooks, etc.
 - Projects which become the personal property of the student
 - Subscriptions that become student's personal property

Examples of permissible fees for miscellaneous purposes:

- School lunches and other food items available for purchase on school premises
- Student insurance premiums
- Graduation fees (cap and gown rental)
- Class pictures, yearbook fees
- Tickets for special events such as concerts, drama, etc.
- Transportation to extracurricular activities
- Fees for recreational programs
- Fines. Students may be charged for lost or damaged textbooks, library materials, or any other instructional or extracurricular equipment.
- Extracurricular activity entrance fees or Associated Student Body (ASB) cards
- Fees for student publications such as school newspapers, collections of student writing, etc.
- Parking fees

Fees shall not be levied for:

- A. Field trips required as part of a basic educational program or course.
- B. Textbooks (non-consumable) that are designated as basic instructional material for a course of study.
- C. Instructional costs for necessary staff employed in any course or educational program.

Examples of non-permissible fees:

- Field trips required as part of mandatory instructional programs (curricular)
- Resident tuition
- Textbooks or library materials
- Salaries of school personnel
- Transportation to and from school
- Locker fees
- Registration or withdrawal fees
- Towel fee for physical education or athletics
- Equipment required as part of the regular instructional program (e.g., microscope, hand tools, easel, etc.)

Fee waivers and reductions shall be granted to students who are unable to pay by reason of their low income. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

Fines or damage charges may be levied for lost textbooks, library books, and materials or other equipment. If the student and parents or guardian are unable to pay for the loss or damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. In the event the student does not make proper restitution, grades, transcripts and/or diplomas shall be withheld. If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only those records pertaining to the student's academic performance, special placement, and discipline actions shall be sent to the enrolling school within two school days. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the Board. Care shall be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing.

All fees shall be deposited by the collecting site in accordance with the district's cash handling procedures. The respective departments and schools shall be credited by the amount of their deposit.

Legal References:	AGO 66113.00 – 1965-66, #113	Fees-Tuition-Supplies
	AGO 7311.00 – 1973, #11	Tuition & Fees
	RCW 28A.320.320 (1)(f)	Instructional materials
	RCW 28A.330.100	Additional powers of board
	RCW 28A.635.060	Defacing or injuring school Property
	RCW 28A.220.040	Fiscal support-Reimbursement To school districts

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