

STUDENT FEES, FINES, CHARGES

Student fee schedules for individual buildings must be approved on an annual basis. Each building ~~shall~~**will** submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines ~~shall~~**will** be used:

- A. Class registration literature ~~shall~~**will** 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~~**will** 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 personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety~~;~~;
- D. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected~~;~~;
- E. Students may be required to furnish personal or consumable items including pencils, paper, erasers, **and** notebooks~~;~~;
- F. Security deposits for the return of materials or equipment may be collected. Provisions ~~shall~~**will** be made to return the deposit when the student returns the item at the conclusion of the school term~~;~~ **and**
- G. 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.

Fees ~~shall~~**will** not be levied for:

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

Fee waivers and reductions ~~shall~~**will** be granted to students whose families would have difficulty paying by reason of their low income. ~~The~~**For students and families participating in the national school lunch program, the school breakfast program, or both, the** USDA Child Nutrition Program guidelines ~~shall~~**will** be used to determine qualification for a fee waiver or reduction. **The district will annually distribute and collect information and an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals in compliance with chapter 28A.235 RCW, Policy 6700, and Procedure 6700P.**

If a student has not paid for five or more previous meals, the school shall follow the procedures and requirements contained in Policy 6700 and Procedure 6700P.

Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, ~~grades, transcripts and/or diplomas will~~ the student's diploma may be withheld. ~~Alf a student is unable to pay the fine or charge, the student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. This information shall be communicated to the enrolling district within two school days and the confirming records shall be sent as soon as possible. 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.~~ community service.¶

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~~ will 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. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension (Policy No. 3300). When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension (Policy No. 3300).

When the district withholds students' diplomas for failure to pay a fine or charge related to lost or damaged school property, the district will publish and maintain the following information on its website: the number of diplomas withheld, by graduating class, during the previous three school years; and the number of students with withheld diplomas who were eligible for free or reduced-price meals during their last two years of enrollment in the district.

All fees ~~shall~~ will be deposited with the business office on a regular basis. The respective departments and schools ~~shall~~ will be credited by the amount of their deposit.