

## Student Fees, Fines, or Charges

The district will provide an educational program for the students as free of costs as possible.

The superintendent may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials. A proper accounting, following normal district processes, is to be made of all moneys received for supplies and materials. Students are free to purchase the supplies or materials elsewhere, or provide reasonable alternatives.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of such fees and to provide the business manager with a copy of the fees to be assessed by any class or department including a copy of the curriculum or course guide that describes the fee and the process for obtaining a waiver or fee reduction. Arrangements will be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for the reduction or waiver. Free and reduced lunch eligibility will be recognized by the school district through the qualifying year and the first thirty operating days of the following year. A student who qualifies for a fee waiver or reduction will remain eligible through September of the following school year. For students who elect to participate in fall sports, eligibility for a fee reduction or waiver will remain through the end of the fall sports season. Continued eligibility for fee reduction or waiver will be based on eligibility for free and reduced lunch for the current school year. Likewise, students who qualify for free and reduced lunch in September by virtue of their eligibility the previous year will be qualified to receive a waiver or reduced fee collected for supplementary supplies or materials required at the start of the fall semester. The superintendent, or designee, will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduced-price meals.

A student will be responsible for the cost of replacing materials or property, which are lost or damaged due to negligence. A fine will be assessed for the loss.

In the situation when district property is lost or damaged due to the gross negligence or deliberate action by the student, the student will be charged an amount equivalent to the loss and is subject to discipline. The student and his/her parents or guardians will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. In the event of a discipline decision that involves suspension, the district's policy on short or long-term suspensions shall apply.

When the damages do not exceed \$200, the student or his/her parents or guardians will have the right to a conference with the principal. The principal's decision will be final.

When the damage charges exceed \$200 but are less than \$1000, the principal's decision may be appealed in writing to the superintendent within 10 school business days of the principal's decision. The superintendent's decision will be final.

Amounts greater than \$1000 may be appealed in writing to the Board of Directors within 10 school business days of the superintendent's decision.

A student's grades, transcripts or diploma may be withheld until payment is made, or in the case of gross negligence, the restitution either is paid or the equivalency through voluntary work agreed upon by the superintendent.

If a student has transferred to another district that has requested the student's records, but the student has an outstanding fee, fine or charge, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling school within the time specified in RCW 28A.225.330. The official transcript will not be sent until the outstanding fee, fine or charge is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee, fine or charge.

Cross References:

Policy 2020	Curriculum Development and Adoption of Instructional Materials
3241	Classroom Management, Corrective Actions or Punishment

Legal References:

RCW 28A.220.040	Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit
28A.225.330	Enrolling students from other districts — Requests for information and permanent records — withheld transcripts — Immunity for liability — Notification to teachers and security personnel — Rules
28A.320.230(f)	Instructional materials — Instructional materials committee
28A.330.100	Additional powers of board
28A.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diplomas or transcripts — suspension and restitution — voluntary work program as alternative — Rights protected
AGO 1965-66,#113	Fees — Tuition--Supplies — Authority of school districts to charge tuition fees or textbook fees
AGO 1973, No. 11	Tuition & Fees — Authority of school districts to charge R

Management Resources:

2018 – May Issue

*Policy News*, June 1999 – School Safety Bills Impact Policy

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**Washougal School District**

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## Student Fees, Fines, Charges

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

- A. Class registration literature 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. 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 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 may be levied for:

- A. Field trips required as part of a basic educational program or course, providing that no student is prevented from participation because of financial hardship.

Fees will not be levied for:

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

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

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 6700-P.

Free and reduced lunch eligibility will be recognized by the school district through the qualifying year and the first thirty operating days of the following year. A student who qualifies for a fee waiver or reduction will remain eligible through September of the following school year. For fees due at the start of the school year, the family's waiver or reduction status from the previous school year can be used. This status will be reviewed no later than November 1 of the current school year to determine if the fee reduction or waiver is still valid. If not, the district will communicate to the family the fee amount owed.

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 be withheld. A 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 will be sent to the enrolling school. This information will be communicated to the enrolling district within two school days and the confirming records will be sent as soon as possible. The official transcript will not be sent until the outstanding 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.

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 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. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension.

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