

Student Fees, Fines, or Charges

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

The superintendent or designee 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, students are free to purchase them elsewhere, or provide reasonable alternatives, and proper accounting is made of all money received by staff for supplies and materials.

The board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. Arrangements will be made for the waiver or reduction of fees for students whose families, because 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. 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 may be held responsible for the cost of replacing any property belonging to others that is lost or damaged due to the student's negligence.

If any property of the district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, with the damages exceeding \$1,000, the district may withhold the diploma, but not the grades or transcripts, of the student responsible for the damage or loss for the earlier of either 5 years from the date of the student's graduation or until the amount owed is less than \$1,000. If the student and parent or guardian are unable to pay for the damages, the district shall provide a program of community service for the student in lieu of the payment of monetary damages. Community service completed must be credited at the applicable local or state minimum wage, whichever is greater. Upon completing community service that reduces the amount owed to less than \$1,000, the student's diploma must be released.

The student or his/her parents or guardians may appeal the imposition of a charge for damages or fines. The student and his/her parents or guardians will be notified regarding the nature of the charge for damages or fines, whether the student's diploma may be withheld, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents or guardians will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent or designee and board. When damages are in excess of \$100, the appeal process for long-term suspension will apply.

Cross References: 3241 - Student Discipline
2020 - Course Design, Selection and Adoption of Instructional Materials
3115 - Students Experiencing Homelessness - Enrollment Rights and Services
3231 - Student Records

Legal References: 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
RCW 28A.220.040 Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit
RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
RCW 28A.320.230(f) Instructional materials — Instructional materials committee
RCW 28A.330.100 Additional powers of board
RCW 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 Districts - Schools - Fees — Tuition - Supplies — Authority of school districts to charge tuition fees or textbook fees
AGO 1973, No. 11 Districts - Schools - Tuition & Fees — Authority of school districts to charge various fees

Adoption Date: 02.25.86
Washougal School District
Revised: 01.11.94; 09.27.94; 02.22.11; 06.25.13; 04.28.15; 08.14.18; 11.28.23

Procedure - Student Fees, Fines, Charges

Student fee schedules for individual buildings must be approved by the superintendent or designee annually. 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:

1. Class registration literature will describe fees for each class or activity and the process for obtaining a waiver or fee reduction;
2. 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 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;
3. 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;
4. 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;
5. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks;
6. 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
7. 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 will not be levied for:

1. Field trips required as part of a basic educational program or course;
2. Textbooks (non-consumable) that are designated as basic instructional material for a course of study; or
3. 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 because 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 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 unpaid meal balances, the school shall follow the procedures and requirements in Policy 6700 and Procedure 6700P. The collection process for unpaid fines and fees will follow the procedure outlined in Policy 6700 and Procedure 6700P.

When the district withholds students' diplomas for failure to pay a fine or charge for damages, the district will publish and maintain the following information on its website, either with information published under RCW 28A.325.050 or in a different location on its website that facilitates easy access to information: the number of diplomas withheld, by graduating class, during the preceding five school years, with data from the prior reporting year updated annually to reflect the release of diplomas; 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 will be deposited with the business office on a regular basis. The respective departments and schools will be credited with the amount of their deposit.

Washougal School District
Date: 11.23

Board Procedure 3520P - Addendum A 2023-2024 School Year

Item	Amount	Amount	Amount	DESCRIPTION	HB1660 (Waiver Eligible) Y or N
ASB FEES/FINES	WHS	JMS	CCMS	Purpose of fee	
ASB Card	\$ 35.00	\$ 20.00	\$ 20.00	Card supports extracurricular athletics and activity opportunities	Y
Athletics Fee - 1st sport/FALL	\$ 75.00	\$ 20.00	\$ 20.00	Sports fee	Y
Athletics Fee - 2nd sport/WTR A	\$ 75.00	\$ 20.00	\$ 20.00	Sports fee	Y
Athletics Fee - 2nd sport/WTR B	N/A	\$ 20.00	\$ 20.00	Sports fee	Y
Athletics Fee - 3rd sport/SPR	\$ 75.00	\$ 20.00	\$ 20.00	Sports fee	Y
ASB Club Dues	N/A	N/A	N/A	Not Assessed	Y
Home Gate - Adult	\$ 7.00	\$ -	\$ -	Entry to event	Y
Home Gate - Senior Citizens 65+	FREE	\$ -	\$ -	Entry to event	Y
Home Gate - Student	\$ 5.00	\$ -	\$ -	Entry to event	Y
Home Gate - Student w/ASB	FREE			Entry to event	Y
Home Gate - Visiting Student w/ASB	\$ 5.00	\$ -	\$ -	Entry to event	N
Home Gate - Visiting Student w/out ASB	\$ 7.00	\$ -	\$ -	Entry to event	N
Home Gate - Children 6-13	\$ 5.00	\$ -	\$ -	Entry to event	Y
Home Gate - Children 5 & under	Free	\$ -	\$ -	Entry to event	Y
Home Gate - Family Annual Season Pass	\$ 150.00	N/A	N/A	Entry to event	N
Home Gate - Family Fall Season Pass	\$ 75.00			Entry to event	N
Home Gate - Family Winter Season Pass	\$ 75.00			Entry to event	N
Home Gate - Family Spring Season Pass	\$ 75.00			Entry to event	N
Home Gate - Family Annual Season Pass_F/R	\$ 75.00	N/A	N/A	Entry to event	Y
Dance Tickets - W/ASB Cards	varies	varies	varies	Ticket prices per ASB Fundraising	Y
Dance Tickets - W/Out ASB Cards	varies	varies	varies	ticket prices per ASB Fundraising	Y
Fine Arts Tickets - Students	varies	varies	varies	ticket prices per ASB Fundraising	Y
Fine Art Tickets - Adults	varies	varies	varies	ticket prices per ASB Fundraising	Y
ASB Field Trips	varies	varies	varies	prices per ASB Fundraising Packet	Y
Uniform/Athletic Gear Fine	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost of Uniform/Athletic Gear	N
Yearbook - Early	\$ 50.00	Booster	Booster		N
Yearbook	\$ 58.00	Booster	Booster		N
Yearbook - Late	\$ 65.00	Booster	Booster		N
Yearbook - Ads	Varies	Varies	Varies		N
GENERAL FEES/FINES					
College Placement Assessment Test/ AP/ PSAT	Varies			Cost of test	N
Full Class Fee - ART/CLAY FEE	\$ -	\$ -	\$ -	Fee Change per DO	N
Reduced Class Fee - ART/CLAY FEE	\$ -	\$ -	\$ -	Fee Change per DO	N
Full Class Fee - DIGITAL PHOTOGRAPHY	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Reduced Class Fee - DIGITAL PHOTOGRAPHY	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Full Class Fee - METAL SHOP FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Reduced Class Fee - METAL SHOP FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Full Class Fee -SMALL ENGINE REPAIR	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Reduced Class Fee -SMALL ENGINE REPAIR	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Full Class Fee -WOOD SHOP FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Reduced Class Fee -WOOD SHOP FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Full Class Fee -CULINARY FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Reduced Class Fee -CULINARY FEE	\$ -	\$ -	\$ -	Fee Change per CTE Recommendation	N
Instrument Rental	\$ 200.00	\$ 200.00	\$ 200.00	Instrument Rental Agreement Fee	N
PE Uniforms Fees	Not Required	Not Required	Not Required	Voluntary as inventory supports	N
Spirit Wear	PF / ASB	PF / ASB	PF / ASB	Panther Foundation (PF) or ASB	N
Concessions	PF	N/A	N/A	Panther Foundation Concessions	N
Library Fines	Replacement Cost	Replacement Cost	Replacement Cost	Fine for replacement of item	N
Technology Fines					
Tech Device_Lost or severe damage	Replacement Cost	Replacement Cost	Replacement Cost	Fine for replacement of item	N
Tech Device_cracked screen	Replacement Cost	Replacement Cost	Replacement Cost	Fine for replacement of item	N
Tech Device_charger	Replacement Cost	Replacement Cost	Replacement Cost	Fine for replacement of item	N
Textbook Fines	Replacement Cost	Replacement Cost	Replacement Cost	Fine for replacement of item	N
Elementary					
	23-24	HB 1660			
Item	Amount				
Field Trips (ASB)	Varies	Y			
Field Trips (General Fund)	Varies	N			
Library Fines	Replacement Cost	N			
Instrument Rental	\$ 200.00	N			
Technology Fines					
Tech Device_Lost or severe damage	Replacement Cost	N			
Tech Device_cracked screen	Replacement Cost	N			
Tech Device_charger	Replacement Cost	N			
Yearbook	Booster	N			