



Student Fines Guidelines

TABLE OF CONTENTS

Issuing Student Fines.....	1
Student Fine Slip	1
Destiny Fines	1
Schedule Interface Fines	1
Assessing Student Fines in InTouch	2
Collection of Student Fines	5
Notification of Fine to Student at Register	5
Fine Reports	5
• Customer Fine/Fee Ledger	6
• Customer Fine/Fee Listing-Detail	7
• Customer Fine/Fee Listing-Summary	8
Letters to Parents.....	8
Accepting Payment of Outstanding Fines.....	9
Paying Fines/Fees.....	9
Adjusting Fines/Fees	11
Year End Process	14
Write off of Uncollectible Fines	14
Transfer to Other Schools	14
Maintaining Open Student Fine File	14

Sample Student Fine Slip

Appendix A

Board Policy & Procedures

Appendix B

Issuing Student Fines

Student fines may be issued in accordance with Board Policy 3520 and Administrative Procedure 3520P. A fine will remain on the student's InTouch record until the fine is either paid or cleared/adjusted at a later time.

Student Fine Slip

A sample Student Fine Slip for non-barcoded items can be found on the district website and edited for your school's use. For most fines, the slip should be completed as soon as the fine is determined. The student fine slip should contain sufficient detail to support the fine assessment.

Destiny Fines

Fines for barcoded textbooks and library books entered through the Destiny program will be automatically loaded into InTouch each night. Payments are receipted in InTouch by the office cashier. The overnight process will then automatically clear the fine in Destiny. Adjustments and removal of fines are entered in Destiny by the library staff.

Schedule Interface Fines

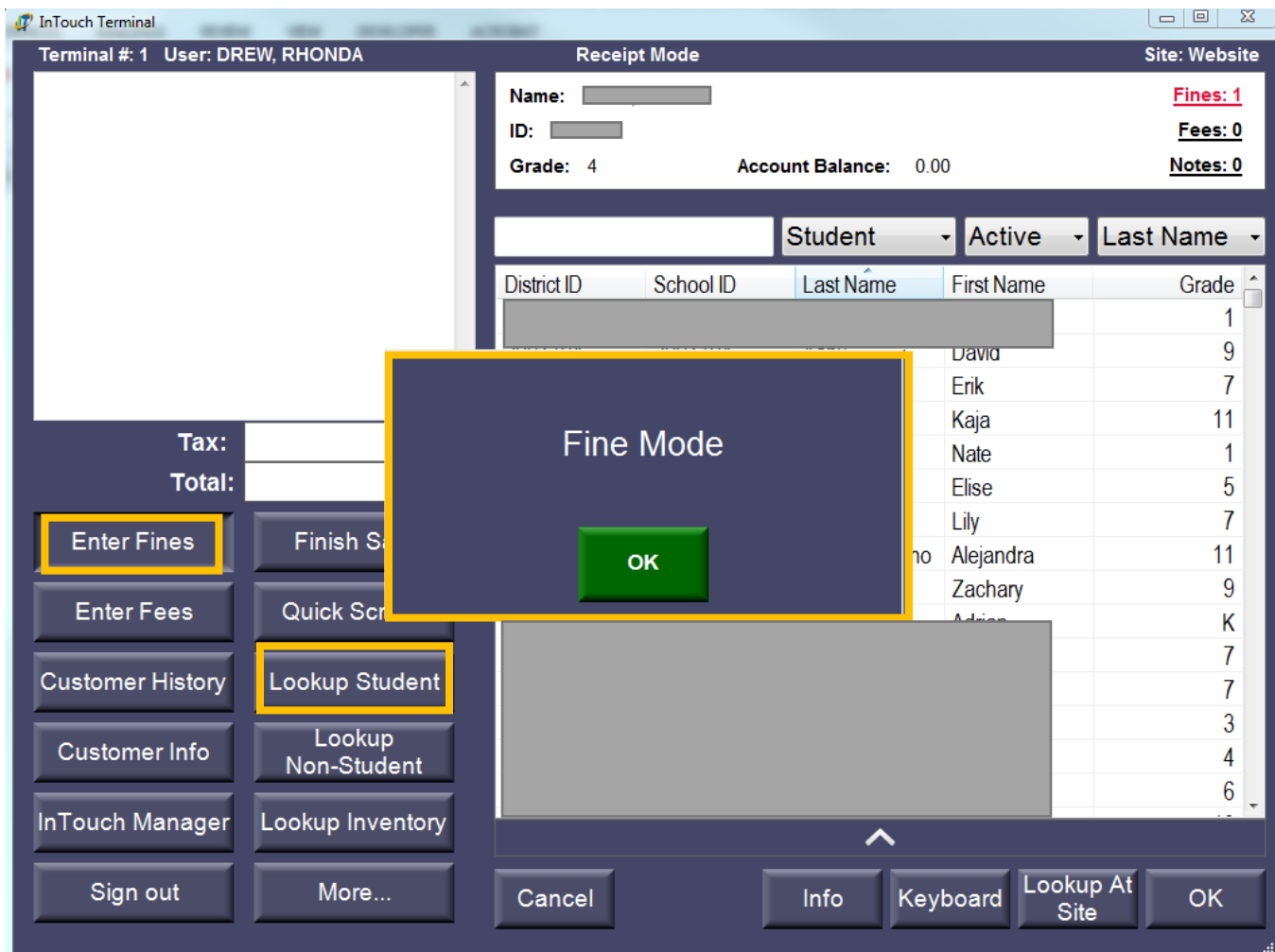
Class fees may be assessed based on enrollment data from the Synergy student information system via the InTouch Schedule Interface module. Due to InTouch program limitations, these fees will convert to "fines" in InTouch only to facilitate site administrators with the ability to restrict or withhold optional activities and items for students. These "fines" are not eligible for withholding grades, diplomas and transcripts.

Assessing Student Fines in InTouch

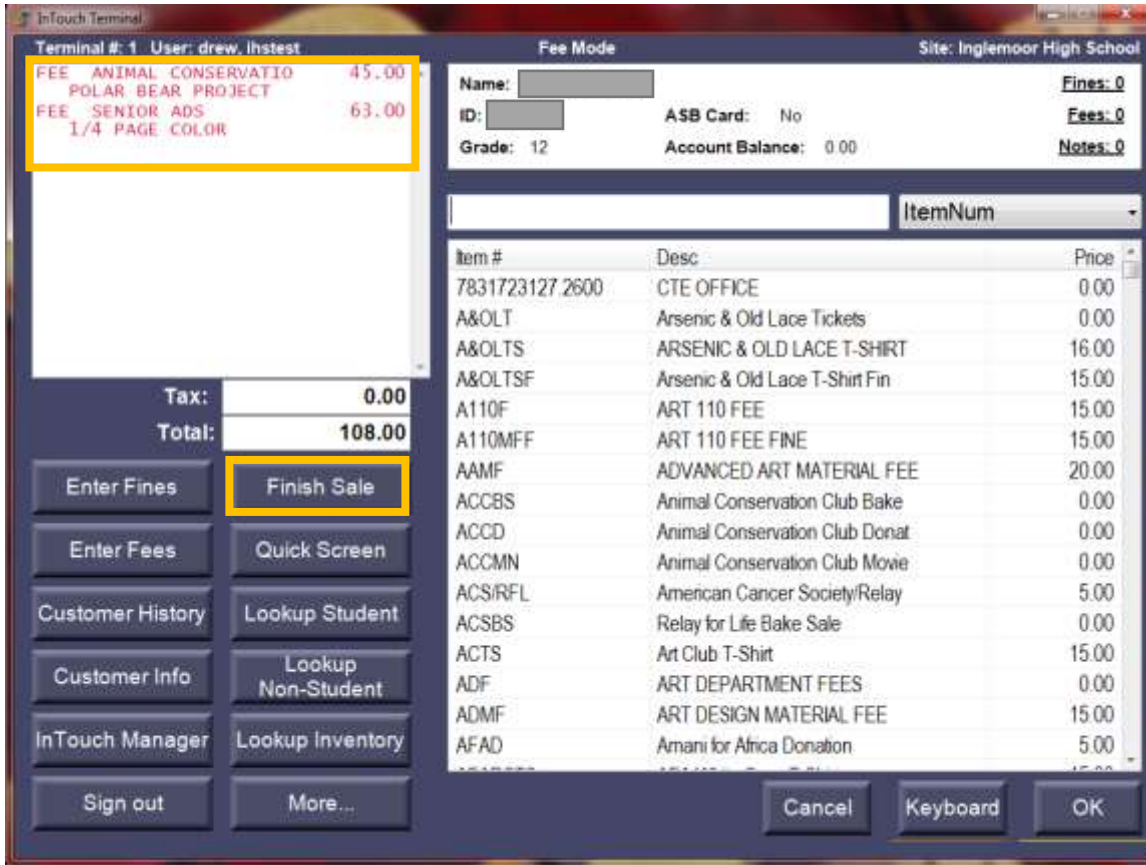
- ❖ An opportunity to view fines and fees will pop up each time a student is selected that has fines or fees due.
- ❖ A full or partial payment can be applied to the amount owed by any cashier at any site.
- ❖ The system allows only the site that assessed the fine/fee to enter an adjustment or clear the fine/fee.
- ❖ Fines and fees will remain attached to the student until paid, adjusted or cleared.

Process:

- Lookup a student (or non-student)
- Select the Enter Fines button
- A pop up appears where you can verify that you want to enter Fine Entry Mode
- Click OK



- Enter the item(s) using your Quick Screen buttons or Lookup Inventory
- Click on the item in the receipt box to add a memo and price (fines should always have a memo)
- Note the text in the receipt box is red
- Select Finish Sale



- Verify what you have entered is accurate and select Commit



- A fine/fee entry report will print showing the balance due for this transaction

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INGLEMOOR HIGH SCHOOL
15500 Simonds Road NE
Kenmore, WA 98028

Clerk:      drew
Terminal:   1
Receipt:    NA
Manual Receipt: NA

[Redacted]

6/25/2013 3:15 PM

Qty  Item                      Price
1    ACCMN Animal Conservation Club Movie  45.00
POLAR BEAR PROJECT

1    YRBKSRADS SENIOR ADS          63.00
1/4 PAGE COLOR

Subtotal: 108.00
Tax:      0.00
Total:    108.00

Fee Balance: 108.00

FEE ENTRY

welcome viks of classes 2013, 2014 & 2015.

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Collection of Student Fines

Appropriate efforts must be demonstrated in the collection of student fines. These efforts include communication of outstanding fines to students and parents. Consequences for non-payment are described in District Procedure 3520P.

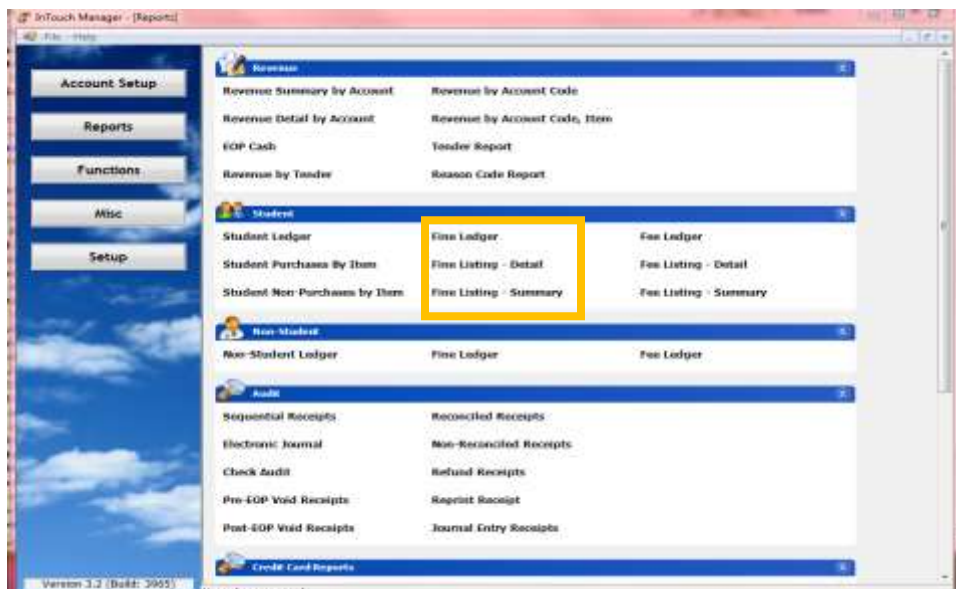
Notification of Fine to Student at Register

If a student has an open fine, a 'View Fines' alert will appear when the student is selected at any district location in the InTouch POS system. The student can be verbally informed of the outstanding fine(s).

Some sales will occur away from the POS register using a sub-receipting system. In this case, a Fines Listing report can be provided to the sellers.

Fine Reports

Reports of outstanding fines are available in several formats from the InTouch system. These reports can be used to post fines throughout the building and inform department heads and ticket sellers.



- **Customer Fine/Fee Ledger**

This report can be run for an individual customer, for an entire grade level at once, or for a unique group of students. The results will appear on a separate page for each customer. This report would be useful for informing parents/students of outstanding fines and is set up to conveniently fit a window envelope.

Site	The site where your students are enrolled (typically your school)
Type	Fines: Reports fines only [DEFAULT] Fees: Reports fees only Fines and Fees: The report will include both fines and fees [RECOMMENDED]
Customers	Customer: The report can be run for an individual customer (active or inactive)(student or non-student) [DEFAULT] Grade: Choose this option if you want only one grade level or if you want to run all grades Course: Choose this option to limit your selection to a particular classroom Customer Group: If you have set up a customer group (such as a sports team), you can run the report for that group only
Fines/Fees From All Sites	Include: Shows fines originated at all district sites [DEFAULT] [RECOMMENDED] Exclude: Shows only fines originated from the site first chosen above
Paid/Cleared Fines/Fees	Include: Shows all fines, fine payments and fine adjustments Exclude: Shows only outstanding fine balances [DEFAULT] [RECOMMENDED]
Range	All: All dates are included [DEFAULT] Date Range: You can limit your report to a specific date range
Report Comments	You can choose to include a message that will print at the top [DEFAULT] or bottom of each ledger. This might be useful for payment instructions or deadlines
Report Header	District Info: The district name and address will appear at the top of the ledger Site Info: Your site information will appear at the top of the ledger [DEFAULT]
Click Show Report	

- **Customer Fine/Fee Listing-Detail**

This report will produce a detailed list of outstanding fines and/or fees due by customer sorted alphabetically.

Site	The site where your students are enrolled (typically your school)
Type	Fines: Reports fines only [DEFAULT] Fees: Reports fees only Fines and Fees: The report will include both fines and fees [RECOMMENDED]
Date Range	Choose the range that best fits your needs. Change the beginning date to year 2000 to include all fines.
Customers	Customer: The report can be run for an individual customer (active or inactive)(student or non-student) [DEFAULT] Grade: Choose this option if you want only one grade level or if you want to run all grades Course: Choose this option to limit your selection to a particular classroom Customer Group: If you have set up a customer group (such as a sports team), you can run the report for that group only
Item/Account Code	All: All fines/fees will be included [DEFAULT] Item: Limit the results to one particular item from your inventory Account Code: Limit the results to one particular account code Item Group: If you have set up an item group, you can run the report for that group only
Fines/Fees From All Sites	Include: Shows fines originated at all district sites [DEFAULT] [RECOMMENDED] Exclude: Shows only fines originated from the site first chosen above
Customers From All Sites	Include: All customers from throughout the district will be included Exclude: Only those customers registered at the site first chosen above will be included [DEFAULT] [RECOMMENDED]
Privacy Options	Customer Name: The report will show the customer name [DEFAULT] District Number: The customer's ID number will appear in place of the customer's name
Page Break	Between Customers: A separate page will print for each customer None: Results in a list without page breaks [DEFAULT]
Click Show Report	

- **Customer Fine/Fee Listing-Summary**

This report produces a summary list of outstanding fines and/or fees due by customer sorted alphabetically.

Site	The site where your students are enrolled (typically your school)
Type	Fines: Reports fines only [DEFAULT] Fees: Reports fees only Fines and Fees: The report will include both fines and fees [RECOMMENDED]
Date Range	Choose the range that best fits your needs. Change the beginning date to year 2000 to include all fines.
Customers	Customer: The report can be run for an individual customer (active or inactive)(student or non-student) [DEFAULT] Grade: Choose this option if you want only one grade level or if you want to run all grades Course: Choose this option to limit your selection to a particular classroom Customer Group: If you have set up a customer group (such as a sports team), you can run the report for that group only
Item/Account Code	All: All fines will be included [DEFAULT] Item: Limit the results to one particular item from your inventory Account Code: Limit the results to one particular account code Item Group: If you have set up an item group, you can run the report for that group only
Fines/Fees From All Sites	Include: Shows fines originated at all district sites [DEFAULT] [RECOMMENDED] Exclude: Shows only fines originated from the site first chosen above
Privacy Options	Customer Name: The report will show the customer name [DEFAULT] District Number: The customer's ID number will appear in place of the customer's name
Click Show Report	

Letters to Parents

The following is a sample narrative for fine collection letters. Include a copy of the Student Fine Ledger with the letter.

“Our records show your student has the following fines outstanding. These fines must be cleared before the end of the semester. Non-payment of fines may result in one or more of the following: withholding of yearbook, withholding of transcripts, denial of parking permits, exclusion from participation in sports and extracurricular activities, or submission to collections. If you have any questions, please contact Mrs. Who-Zee-Toddle at 425-408-6000.”

Change contact name and number and customize as appropriate for your school/students.

Keep copies of the letters. This becomes evidence that effort is being made to collect our outstanding fines.

Accepting Payment of Outstanding Fines

Paying Fines/Fees

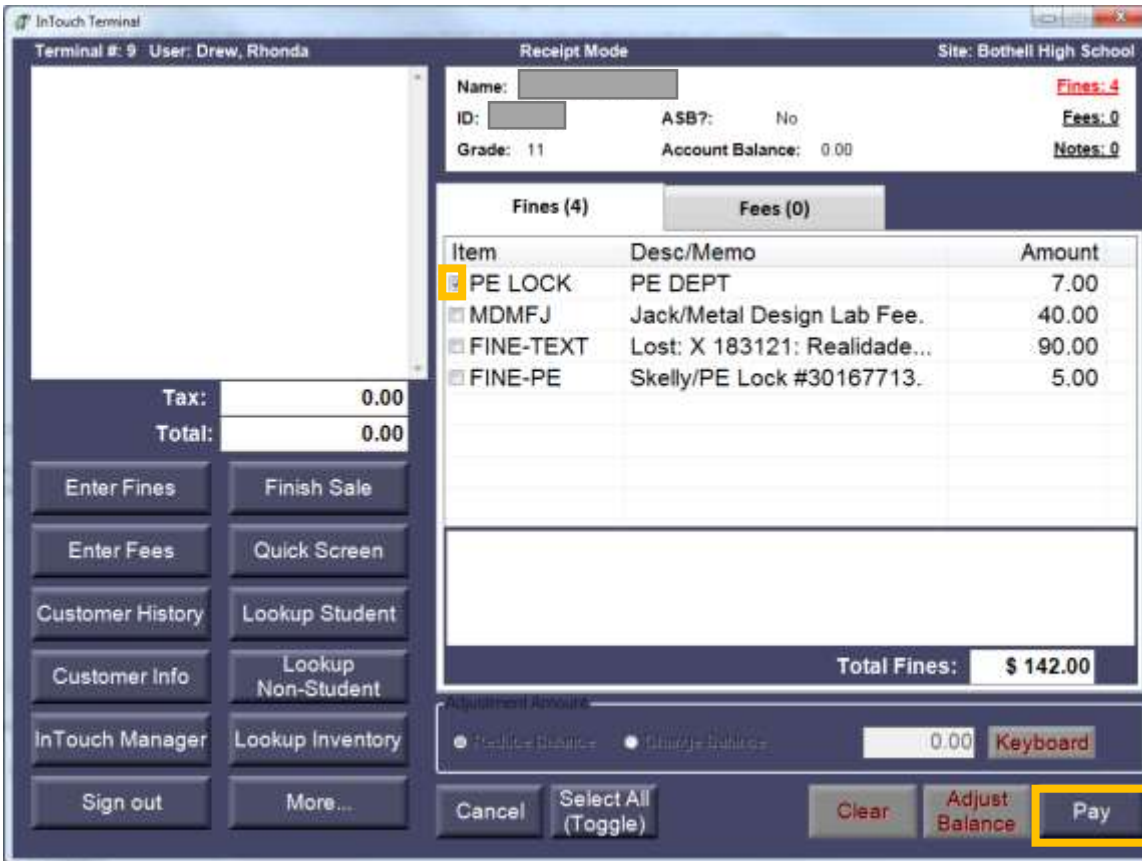
An opportunity to view fines and fees will pop up each time a student is selected that has fines or fees due.

A full or partial payment can be applied to the amount owed by any cashier at any site.

- Find the fine by looking up the student and selecting the View Fine button



- Select the lines containing the fine(s) you wish to pay.
- Select Pay



- The item now appears in the transaction screen.



- Click on the item in the transaction screen to add a memo, adjust the amount, enter quantity, verify the account code, clear a single line or cancel the entire transaction.



If the customer is also purchasing other items, you can add items to the transaction using the Quick Screen or Lookup Inventory buttons prior to finishing the sale.

Adjusting Fines/Fees

Fines and fees appear as you look up a customer. Fines may be paid in full, partially paid, cleared without payment, or adjusted.

Adjusting a fine is the process to reduce the balance of a fine by an amount or to clear the fine completely. For example, if a student “worked off a fine.” Fine adjustments are included in the fine ledger reports.

All sites are allowed to accept payment on a fine, but only the originating site has the ability in the system to adjust or clear a fine.

- Find the fine by looking up the student and selecting the View Fine button



- Select the line containing the fine you wish to adjust. If the Clear and Adjust Balance buttons are grayed out, the fine was created by another site and cannot be adjusted by you.
- Select Clear to clear the fine
--or--
- Select Reduce Balance, enter the amount of the reduction in the Adjustment Amount Box and click Adjust Balance to enter the adjustment
--or--
- Select Change Balance, enter the new balance amount in the Adjustment Amount Box, and click Adjust Balance to enter the adjustment

Terminal #: 1 User: drew, lhstest Site: Inglemoor High School

Receipt Mode

Name: [Redacted] Fines: 1
 ID: [Redacted] ASB Card: No Fees: 0
 Grade: 12 Account Balance: 0.00 Notes: 0

Fines (1)		Fees (0)
Item	Desc/Memo	Amount
<input checked="" type="checkbox"/> FINE-DIST	Lost: X 137775: Algebra 2 -...	85.00
Total Fines:		\$ 85.00

Tax: 0.00
Total: 0.00

Adjustment Amount:
 Reduce Balance Change Balance 0.00 Keyboard

Buttons: Cancel, Select All (Toggle), Clear, Adjust Balance, Pay

- Select the most appropriate reason code from the drop down list

Reason Code:

Student Worked Off Fine

OK

- You are given the opportunity enter a 40-character memo. Use discretion. This memo will be visible to others using the InTouch system as well as to the family in the online TouchBase environment.
- The following screen appears. Click No to cancel or Yes to confirm.



A receipt will print to verify the adjustment and should be retained with other documentation for the fine for audit and record retention purposes.

Year End Process

In mid-July students will automatically roll up to their new school location. Students with fines who are not currently registered in NSD will become 'inactive' at their last known registered site.

Write off of Uncollectible Fines

Outstanding fines for inactive students will be removed from the list by Business Services after six years from the date of the fine. This will be done at the end of each school year before the final student fine list is run by Business Services.

Transfer to Other Schools

For students moving to another NSD school, the fines will automatically follow the student to the new school. When payment for a fine is received, credit for the revenue will post to the originating school's account code.

For withdrawing students, keep all documentation to support the student fine until paid or written off.

Maintaining Open Student Fine File

All outstanding student fine records should be maintained at the school. These records serve as the source documents for all balances due on the InTouch Fines Listing-Summary or Detail reports.



Northshore
School District

Student Fine Slip

Student Name				Date	
	Last	First		mm/dd/yy	

Title of Book/Description of Item	Item Number	Price of Item	Office Use	
			Item Returned	Fine Paid

Name of Class/Activity/Sport:				
Signature of Staff/Advisor/Coach:				

Once this fine notice is filed with the **Bookkeeper**, please direct the student to clear the fine **with the Bookkeeper ONLY**. **Staff Members, DO NOT ACCEPT** the books or materials. Item(s) will be returned to you after the fine slip has been processed.

Distribution: White copy to Student Yellow and Pink to Bookkeeper

Northshore School District

BOARD POLICY

No. 3520

Page 1 of 2

STUDENTS

Student Fees, Fines, Charges

Within the concept of public education, whereby all children are required to attend school, the district shall provide an educational program for students free of basic costs in accordance with state statutes.

The superintendent/designee may authorize provision of optional supplementary supplies, materials, or services for which a charge is made to students so long as the supplies, materials, or services are not instructionally required; the charge does not exceed the cost of the supplies, materials, or services; students are free to purchase them elsewhere or provide reasonable alternatives; and a proper accounting is made of all moneys received.

The board delegates authority to the superintendent/designee to establish fees and procedures governing the collection of fees and to make appropriate reports to the board regarding fee schedules. Arrangements shall be made for the waiver or reduction of fees for students whose families by reason of their income would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines shall be used to determine qualification for waiver or reduction of fees. Parents will be notified of the availability of fee waivers and reductions.

A student shall be responsible for the cost of replacing materials or property that are lost or damaged. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student and his/her parents shall be notified regarding the nature of the loss or damage and how restitution may be made. 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 records pertaining to the student's academic performance, special placement, immunization history, attendance, and discipline actions shall be sent to the enrolling school. 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.

The superintendent/designee shall establish procedures by which the student or his/her parents may appeal the imposition of a charge for damages.

Cross Reference:

WSSDA Policy No. 3520 Student Fees, Fines, Charges

Legal References:

AGO 1973, No. 11 Tuition & Fees - Authority of school districts to charge various fees

RCW 28A.225.330 Enrolling students from other districts

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, diploma, or transcripts

RCW 28A.220.040 Fiscal support - Reimbursement to school districts - Enrollment fees -
Deposit

Adopted by the Board: April 26, 1993

Reaffirmed: 7/8/03, 2/26/08

Revised: 3/26/2013

Northshore School District

ADMINISTRATIVE PROCEDURE

3520 P

Page 1 of 3

STUDENTS

Student Fees, Fines and Charges

Educational programs are funded through a combination of state and federal revenues. Costs not funded by these sources are met through local bond issue and levy proceeds. These funding sources require the payment of mandatory and optional taxes by local citizens. As a result, the implementation of any additional student fees and fines should be made only in special and necessary circumstances.

Student fee schedules for individual buildings will be reviewed and approved by the principal on an annual basis. Each building shall complete and submit the Fee and Fine Schedule to the Business Services department each spring at the time of budget preparation with a list of all student fees to be collected the following school year. The schedule shall indicate the nature of the fee, the type and estimated number of students affected and the amount of the fee. Fee waivers and reductions shall be granted to students whose families would have difficulty paying by reason of their low income. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

Guidelines for Establishing Fees:

- A. 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.
- B. Class registration literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- C. 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.

- D. A fee may be collected from students and non-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.
- E. 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.

Areas Where Fees Shall Not Be Levied:

- A. Field trips required as part of a basic educational program or course where a student is acquiring the fundamental skills for the course or where a student would not be able to obtain the highest grade offered for the course without participating in the field trip.
- 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 Fines and Measures for Non-payment:

Fines or damage charges will be levied for the cost of lost, damaged, or defaced district property, including replacement cost. In the event the student does not make proper restitution (or discharge the fine/charge through voluntary work obligation) the following may occur:

1. Grades, transcripts, or diplomas may be withheld.
2. The student may be held out of participation in extracurricular activities, including athletics.
3. The student may have withheld prepaid goods purchased from the district including, but not limited to yearbooks, pictures, and optional graduation supplies.
4. The student may be held out of participation in optional school activities including dances and excursions.
5. The student may be held out of optional graduation ceremonies.
6. The student may be subject to other appropriate discipline.

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 within two working days and 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 shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

The penalties for non-payment of fines and the process for appeal will be delineated in the district "Student Rights & Responsibilities Handbook" as well as registration materials for courses of study at the school. At the conclusion of each school term a record of all fines outstanding shall be posted by student identification number. The student and his/her parents shall be advised in writing for those situations where the outstanding fine(s) is greater than \$100, official transcripts are being withheld, the student is being denied participation in school activities, athletics, and graduation exercises, or is subject to other discipline. The letter shall include the nature of the damages and how restitution may be made and the process for appeal, if applicable. All monies collected for fees and fines shall be deposited following the district's cash receipt procedures. Schools and departments will receive credit for fees and fines collected, when applicable.

Issued: 9/10/98