

Procedure Student Fees, Fines, Charges

Student fee schedules for individual buildings must be approved 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. 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;
- 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 will not be levied for:

- A. Field trips required as part of a basic educational program or course;
- B. Textbooks (nonconsumable) which 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.
- D. Equipment required such as computers, tablets, etc.

Fee waivers and reductions will be granted to students whose families would have difficulty paying by reason of their low income. The USDA Child Nutrition Program guidelines will be used to determine qualification for a fee waiver or reduction.

Fines or damage charges may be levied for lost textbooks, library books or equipment, including technology equipment. The building principal will determine the imposition of fines or charges. The attached form is designed to assist in that process.

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.

South Whidbey School District
5520 Maxwellton Rd.
Langley, WA 98260

Report of lost, damaged, or stolen district property:

Item: _____ Item # _____ (if known)

Date of Report: _____ Date item was discovered lost, stolen or damaged: _____

Building: _____

Name of Student/Staff responsible for the item: _____

Description of situation: (i.e. "iPad was accidently dropped and the screen is now cracked"; "textbook was left on the bus and is missing"; etc.) Indicate where and when this occurred and name any witnesses.

Principals Findings:

Principal: Police report filed: Yes _____ No _____

Recommended action:

- A. Replace/repair at no cost to student/staff. _____ (initial)
B. Replace/repair once damages accessed are paid. _____ (initial)

Routing: Principal will send this completed form to District Office.

October 14, 2014

Office Use Only

Insurance Report yes _____ no _____

Date auditor notified, if applicable _____