

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3520 P-2

WAIVER OR REDUCTION OF STUDENT FEES

The purpose of the following procedures is to provide a means whereby financially deprived students can obtain assistance when necessary with regard to student fees. In carrying out these procedures, all staff members must ensure that their actions and statements protect the dignity of students. Pursuant to Board Policy #3520, the following procedures shall be followed for waiver or reduction of student fees.

I. DETERMINATION OF NEED

- A. If a staff member suspects that a student has a financial need or if a student requests assistance, this is to be brought to the attention of the administrator in charge.
- B. Eligibility for a waiver or reduction of student fees will be determined by the student's eligibility for free and reduced price lunch status.

II. FEES RELATED TO EXTRACURRICULAR ACTIVITIES, ASK CARDS, YEARBOOKS, AND TRAFFIC SAFETY

The following arrangements may be made between an identified student and the building administrator for waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the fee:

- A. Arrange for a time extension for the fees payment.
- B. Arrange a payment schedule, i.e., \$5 down and so much per month.
- C. As a last resort, arrange for the student to work around the school at minimum wage rate until the fee has been "earned".

III. AVAILABLE FUNDING FOR HIGH SCHOOL FEES RELATED TO THE INSTRUCTIONAL PROGRAM (EXCLUDING TRAFFIC SAFETY)

The Saul Haas fund is available to provide items which high school students need in order to stay in school. This might include items such as eyeglasses, material for home economics or shop, etc.

While the high school building principal has the final responsibility for the Saul Haas Foundation Funds, counselors may be designated to identify students who can best be served by this program.

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IV. FINANCIAL ASSISTANCE AVAILABLE FOR INDIAN STUDENTS

The Johnson O'Malley Program which is operated by the Lummi Indian Tribe provides money for supplies, materials, equipment and fees for Indian students.

Students are to be referred to the Johnson O'Malley Director at the Lummi Education Center for assistance.

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