



## ADMINISTRATIVE POLICY

### Fees: Student INS-A012

Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.  
<https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1. Salem-Keizer students will be provided the opportunity to meet the objectives of and earn the highest grade awarded in any required or elective course offering in the approved curriculum for which credit and/or grades are given without furnishing materials or paying fees, even though materials furnished by the District may eventually become the property of the student.
2. Students living within the Salem-Keizer School District boundaries shall not be required to pay fees as a condition of admission to a District School. However, students who live outside the District boundaries may be required to pay tuition as a condition of admission.
3. Definitions:
  - 3.1. Extracurricular activities: Those activities for which neither grades nor credit are given and which are voluntary in nature.
  - 3.2. Nonessential items: Those items having no bearing on either granting credit or grades.
4. A student in grades 6 – 12 may be charged a fee to include, but not limited to, the following:
  - 4.1. Textbook rental.
  - 4.2. Supplies or materials above and beyond the requirements necessary to obtain the highest possible grade and credit in any course offering.
  - 4.3. Participation in a program if there is no requirement to participate and no grade or credit given.
  - 4.4. Participation in co-curricular or extracurricular activities where costs are not assumed by the school.
5. A student who qualifies for free or reduced price school meals under the federal lunch program may have fees waived.
  - 5.1. To request a waiver of fees, the parent/guardian will submit to the principal or designee written authorization to verify their student's eligibility for the free and reduced lunch program.
6. Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged.
7. The District shall pursue the collection of debts to the full extent allowed by Oregon State statute. Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in:
  - 7.1. Loss of privileges related to the student's participation and/or attendance at school events and/or non-academic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom).
  - 7.2. The District may take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.
8. Transcripts of records shall not be withheld when requested by parents/guardians, the student, another school district for use in the appropriate placement of the student, or a higher education institution.

#### Revision History:

Date: 7/3/17

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<b>Date</b>	<b>Revision</b>	<b>Description</b>
04/09/12		Cabinet Approved
10/29/12	A	Added 7.1 and clarified section 8.
7/3/17	B	Removed 4.2 requiring a locker/towel fee

Approved By: **Assistant Superintendent**      (*approval on file*)