

## STUDENTS

### 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:

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.

Fines or damage charges may be levied for lost textbooks, library books, or equipment. In the event the student does not make proper restitution, the student's diploma may be withheld. The student is responsible for the loss or damage until the student's parent or guardian has paid for the damages. If a student is unable to pay the fine or charge, the student may make restitution through community service.

A charge for lost or damaged materials or equipment may be appealed to the superintendent or designee. The superintendent's or designee'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/guardians may request a hearing. When damages are \$100 or less, a parent/guardian 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.

When the District withholds students' diplomas for failure to pay a fine or charge related to lost or damaged school property, the District will publish and maintain the following information on its website: the number of diplomas withheld, by graduating class, during the previous three school years; 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.

Legal Reference:       RCW 28A.220.040 Fiscal Support – Reimbursement to School Districts – Enrollment Fees – Deposit  
                              28A.225.330 Enrolling Students from other Districts – Requests for Information and Permanent Records – Withheld Transcripts – Immunity from Liability – Rules  
                              28A.320.230 Instructional Materials – Instructional Materials Committee  
                              28A.330.100 Additional Powers of Board  
                              28A.325.010 Fees for Optional Noncredit Extracurricular Events- Disposition  
                              28A.635.060 Defacing or Injuring School Property--Liability of Pupil, Parent, or Guardian – Withholding Grades, Diploma, or Transcripts – Suspension and Restitution- Voluntary Work Program as Alternative – Rights Protected

Adopted: August 18, 2021