

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)
2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)
6. Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, and an exemption is made for any student with a disability, or any student who is eligible for free or reduced-price meals, any student who is an English learner, or any student who is a foster youth. (Education Code 39807.5)
8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. An adult education or secondary school community service class in civic, vocational, literacy, health, family and consumer sciences, technical, and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)
11. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)
12. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)
13. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)
14. Food sold at school, subject to the California Universal Meals Program, free and reduced-price meal program eligibility, and other restrictions specified in law (Education Code 38084, 49501.5)
15. In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)
16. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

17. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)
18. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8211, 8213, 8252-8254)
19. Participation in a before-school, after-school, or intersession program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program, or Expanded Learning Opportunity (ELO) program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6, 46120)
20. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 350	Fees not permitted
5 CCR 4600-4687	Uniform complaint procedures
CA Constitution Article 9, Section 5	<u>Common school system</u>
Ed. Code 17453.1	District sale or lease of Internet appliances or personal computers to parents of students
Ed. Code 17551	Property fabricated by students
Ed. Code 19910-19911	Offenses against libraries
Ed. Code 32033	Eye protective devices
Ed. Code 32221	Insurance for athletic team member
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 35330-35332	Field trips
Ed. Code 35335	School camp programs
Ed. Code 38080-38086.1	Cafeteria establishment and use
Ed. Code 38120	Use of school band equipment on excursions to foreign countries
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39837	Transportation to summer employment program
Ed. Code 42238.02	Local Control Funding Formula
Ed. Code 46120	Expanded learning opportunities
Ed. Code 48050	Residents of adjoining states
Ed. Code 48052	Tuition for foreign residents
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49010-49013	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49066	Grades; effect of physical education class apparel
Ed. Code 49091.14	Parental review of curriculum
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 51810-51815	Community service classes
Ed. Code 52612	Tuition for adult classes
Ed. Code 52613	Nonimmigrant foreign nationals
Ed. Code 56504	School records; students with disabilities
Ed. Code 60410	Books for adult classes
Ed. Code 8211	Priority for full-day programs

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

<i>Ed. Code 8213</i>	<i>Income eligible; definition</i>
<i>Ed. Code 8252-8254</i>	<i>Early childhood education family fees</i>
<i>Ed. Code 8263</i>	<i>Eligibility and priorities for subsidized child development services</i>
<i>Ed. Code 8420-8428</i>	<i>21st Century High School After School Safety and Enrichment Program for Teens</i>
<i>Ed. Code 8760-8774</i>	<i>Outdoor science, conservation, and forestry programs</i>
<i>Gov. Code 6253</i>	<i>Request for copy; fee</i>
Federal	Description
<i>8 USC 1184</i>	<i>Foreign students</i>
Management Resources	Description
<i>California Department of Education Publication</i>	<u>Summer School, Third Parties, and Tuition Fees, Fiscal Management Advisory 22-01, September 1, 2022</u>
<i>California Department of Education Publication</i>	<i>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020</i>
<i>Court Decision</i>	<i>CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738</i>
<i>Court Decision</i>	<i>Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513</i>
<i>Court Decision</i>	<i>Hartzell v. Connell (1984) 35 Cal. 3d 899</i>
<i>Court Decision</i>	<i>Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739</i>
<i>Court Decision</i>	<i>Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251</i>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>California Department of Education</u>
<i>Website</i>	<u>CSBA</u>
Cross References	
Policy	Description
<i>0410</i>	<u>Nondiscrimination In District Programs And Activities</u>
<i>0415</i>	<u>Equity</u>
<i>0440</i>	<u>District Technology Plan</u>
<i>0440</i>	<u>District Technology Plan</u>
<i>1230</i>	<u>School-Connected Organizations</u>
<i>1230</i>	<u>School-Connected Organizations</u>
<i>1312.3</i>	<u>Uniform Complaint Procedures</u>
<i>1312.3</i>	<u>Uniform Complaint Procedures</u>
<i>1312.3-E(1)</i>	<u>Uniform Complaint Procedures</u>
<i>1312.3-E(2)</i>	<u>Uniform Complaint Procedures</u>
<i>1321</i>	<u>Solicitation Of Funds From And By Students</u>
<i>1321</i>	<u>Solicitation Of Funds From And By Students</u>
<i>3100</i>	<u>Budget</u>

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

3100	<u>Budget</u>
3250	<u>Transportation Fees</u>
3250	<u>Transportation Fees</u>
3290	<u>Gifts, Grants And Bequests</u>
3452	<u>Student Activity Funds</u>
3514.1	<u>Hazardous Substances</u>
3514.1	<u>Hazardous Substances</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3550	<u>Food Service/ Child Nutrition Program</u>
3550	<u>Food Service/ Child Nutrition Program</u>
3551	<u>Food Service Operations/ Cafeteria Fund</u>
3551	<u>Food Service Operations/ Cafeteria Fund</u>
3552	<u>Summer Meal Program</u>
3552	<u>Summer Meal Program</u>
3553	<u>Free And Reduced Price Meals</u>
3553	<u>Free And Reduced Price Meals</u>
3554	<u>Other Food Sales</u>
3554	<u>Other Food Sales</u>
4112.9	<u>Employee Notifications</u>
4112.9-E(1)	<u>Employee Notifications</u>
4131	<u>Staff Development</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4231	<u>Staff Development</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4331	<u>Staff Development</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5111.1	<u>District Residency</u>
5111.1	<u>District Residency</u>
5111.2	<u>Nonresident Foreign Students</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5142	<u>Safety</u>
5142	<u>Safety</u>
5142.1	<u>Identification And Reporting Of Missing Children</u>
5143	<u>Insurance</u>
5143	<u>Insurance</u>
5145.6	<u>Parent/ Guardian Notifications</u>
5145.6-E(1)	<u>Parent/ Guardian Notifications</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>

Business and Noninstructional Operations

FEES AND CHARGES

AR 3260

5148.2	<u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u>
5148.3	<u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u>
6141.4	<u>International Baccalaureate Program</u>
6141.5	<u>Advanced Placement</u>
6142.4	<u>Service Learning/Community Service Classes</u>
6142.5	<u>Environmental Education</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145.2	<u>Athletic Competition</u>
6145.2	<u>Athletic Competition</u>
6153	<u>School-Sponsored Trips</u>
6153	<u>School-Sponsored Trips</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u>
6163.1	<u>Library Media Centers</u>
6163.4	<u>Student Use Of Technology</u>
6163.4-E(1)	<u>Student Use Of Technology</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173-E(1)	<u>Education For Homeless Children</u>
6173-E(2)	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6177	<u>Summer Learning Programs</u>
6178.2	<u>Regional Occupational Center/Program</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>
9323.2	<u>Actions By The Board</u>
9323.2-E(1)	<u>Actions By The Board</u>
9323.2-E(2)	<u>Actions By The Board</u>

Regulation

Approved: September 15, 1995

Revised: 4/24/14; 12/18/14; 10/27/22; 6/22/23

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California