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TO: Board of Education

FROM: Dale Ellis

DATE: July 9, 2018

SUBJ: MCS Board of Education Policy #4601 (INFORMATION ITEM)

Please find Policy Code 4601 enclosed with some possible changes the Board may wish to consider based upon the discussion in June. The changes are presented only for your information and not as a specific recommendation.

I would like to hold a discussion on the policy and try to generate additional possible improvements to the policy. Once we have viable changes that the Board would like to implement, the new policy will be presented to the Board in August (First Reading) and September (Second Reading).

I am available to answer any questions you might have.

COLLECTION OF STUDENT FEES and CHARGES

Policy Code: **4601**

In the event that students accumulate a balance of charges and are not eligible for a fee waiver, the expectation of the Montgomery County Schools Board of Education is that those fees be paid in a timely manner. Parents may apply for a fee waiver by submitting the most recent year tax return. A fee waiver may be considered if the annual household income does not exceed $xx,xxx. If there are no tax return records provided, there can be no fee waiver pursuant to this policy.

All cafeteria, textbook, media center and/or library, extracurricular and/or athletic supply fees, fundraiser balances, and damages to laptops or other electronic devices must be paid~~., in full, by the end of the current school year.~~ The amount of fees paid per grade span should follow the schedule below. Further, withholding from non-curricular events and communication to parents should be maintained as outlined:

K-2	10%	No Withholding	Letters of Future Consequences
3-5	25%	Withholding Allowed	Letters of Consequences
6-8	50%	Withholding Allowed	Letters of Consequences
9-11	75%	Withholding Allowed	Letters of Consequences
12	100%	Withholding Allowed	Letters of Consequences

The administration is authorized to withhold students from year end events that are not educational in nature, such as awards ceremonies or promotion events as outlined above.

At the conclusion of a student's senior year of high school, reasonable attempts should be made to collect all fees owed prior to graduation.

In the event that such fees cannot be properly collected, the administration is authorized to withhold the student from appropriate end of year ceremonies to include graduation exercises.

Adopted: August 3, 2015