

POLICY NO. 5560
Adopted: 1-10-96
Revised: 12-15-99
Revised: 2-24-21
Revised: 8-24-22

STUDENT FEES, FINES, CHARGES

POLICY:

The Board of Directors of Lake Stevens School District will adopt rate and fee schedules annually. Within the concept of free public education, whereby all children are required to attend school, the Lake Stevens School District shall provide an educational program for the students as free of costs as possible.

The Superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The Board delegates authority to the Superintendent or designee to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Arrangements shall be made to waive the attendance or participation fees for eligible low income students for any optional noncredit extracurricular district events. Arrangements shall also be made to reduce such attendance fees for students' family members and other nonstudents age sixty-five or older who, by reason of their low income, would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines shall be used to determine qualification for any fee waivers or reductions. Students placed in foster care or experiencing homelessness as verified by our McKenny-Vento and Foster Care Liaison will also qualify for the fee waiver program. The Superintendent or designee shall establish a procedure for notifying parents of the availability of fee waivers and reductions including eligibility information for free or reduce-price meals.

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's diploma may be withheld until restitution is made by payment or the equivalency through community service within the district. The student or his/her parents may appeal the imposition of a charge for damages to the Superintendent or designee and Board of Directors.

The student and his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the Superintendent or designee and to the Board of Directors. When damages are in excess of \$100, the appeal process for long-term suspension shall apply.

Debt not paid prior to a student withdrawal date will be considered delinquent debt and will begin the collection process. The District will send several written notices. The final notice will include communication that the unpaid charges will be sent to the District's collection agency for further action and will be written off as bad debt.

A student's permanent record will be released promptly to another elementary or secondary educational institution if the student is transferring to that institution.

Legal References:

AGO 66113.00-1965-66, #113 Fees--Tuition--Supplies--Authority of school districts to charge tuition fees or textbook fees

AGO7311.00-1973 No. 11 Tuition & Fees--Authority of school districts to charge various fees

42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

RCW 28A.325.010 Fees for optional noncredit extracurricular events - Disposition

RCW 28A.320.230 (f) Instructional materials--Instructional materials committee

RCW 28A.330.100 Additional powers of board

RCW 28A.635.060 Defacing or injuring school property--Liability of pupil, parent or guardian--Withholding diplomas--Suspension and restitution--Community service program as alternative--Publication of information on withheld diplomas--Student rights protected.

RCW 28A.220.040 Fiscal support--Reimbursement to school districts--Enrollment fees--Deposit

RCW 28A.225.330 Enrolling students from other districts – Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification to teachers and security personnel - Rules

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PROCEDURES:

Student fee schedules for individual buildings must be approved on an annual basis. Each building shall submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines shall be used:

- A. Class registration literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- B. 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 shall 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.
- C. 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.
- D. 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.
- E. Students may be required to furnish personal or consumable items including pencils, paper, erasers, and/or notebooks.
- F. Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.

- G. 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.
- H. The rates and fees that are to be adjusted will be taken before the Board prior to the start of each school year. The Board may decide to approve or reject the rate and fee changes in whole or in part.

Fees shall not be levied for:

- A. Field trips required as part of a basic educational program or course.
- B. Textbooks (nonconsumable) which are designated as basic instructional material for a course of study.
- C. Instructional costs for necessary staff employed in any course or educational program.

Eligible low income students will have fees associated with attending or participating in optional noncredit extracurricular district activities waived. Students' family members and other nonstudents age sixty-five or older may have fees to attend optional noncredit extracurricular district activities reduced if they would have difficulty paying by reason of their low income. Students' family members and other nonstudents age sixty-five or older must contact the Food and Nutrition Department to request a reduction. The Food and Nutrition Department will determine whether a reduction is appropriate after obtaining relevant information. The USDA Child Nutrition Program guidelines shall be used to determine qualification for any fee waivers or reductions.

Unpaid meal charges for students shall follow the policy and procedures outlined in Policy No. 5565: Meal Charges for Students.

Fines or damage charges may be levied for lost textbooks, library books, or equipment. In the event the student does not make proper restitution, diplomas may be withheld. However, a student's permanent record will be released promptly to another elementary or secondary educational institution if the student is transferring to that institution. A student may make restitution through community service within the district.

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 shall 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 may request a hearing. When damages are \$100 or less, a parent 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 fine or charge related to lost or damaged school property, the District will publish and maintain the following information on our 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 school district.

Debt not paid prior to a student withdrawal date will be considered delinquent debt and will begin the collection process with the parent or guardian. The District will send several written notices. The final notice will include communication that the unpaid charges will be sent to the District's collection agency and will be written off as bad debt.

All fees shall be deposited with the Business Office on a regular basis. The respective departments and schools shall be credited by the amount of their deposit.