



STUDENTS

Student Fees, Fines, and Charges

Student fee schedules for schools must be approved **by the superintendent or designee annually on an annual basis**. Each school shall submit an annual report which indicates the fees imposed and 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 their 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 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. A fee may be collected for the repair or replacement of district-issued student laptops, tablets and Chromebooks as part of the one-to-one (1:1) technology program. In accordance with [Procedure 3245P](#) and the [Technology Handbook for Students and Parents](#), students will be charged for any missing or damaged equipment including the tablet, keyboard, power supply and cable, student bag and digital inking pen(s). This fee will be equal to the actual cost of the repair or replacement.

Fees shall not be levied for:

- A. Textbooks (non-consumable) which are designated as basic instructional material for a course of study.
- B. Instructional costs for necessary staff employed in any course or educational program.

IN REVISION

3520P

Page 2 of 3

Fee waivers and reductions shall be granted to students whose families would have difficulty paying **by reason because** of their income. For students and families participating in the National School Lunch Program, the School Breakfast Program, or both, the USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

The district will annually distribute and collect an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduced-price meals in compliance with [Chapter 28A.235 RCW](#), [Board Policy 6700](#), and [Procedure 6700P](#).

If a student has not paid for five (5) or more previous meals, the school shall follow the procedures and requirements **contained** in [Board Policy 6700](#) and [Procedure 6700P](#).

Fines or damage charges may be levied for lost or damaged textbooks, library books or equipment. In the event the student does not make proper restitution, the student's diploma may be withheld. If a student is unable to pay the fine or charge, the student may make restitution through community service.

Appeal Process

Students and their parents/guardians shall be advised in writing, regarding the nature of the fines or charges, how restitution may be made, and how a student or their parents/guardians may appeal.

Fines or charges **under** \$600 may be appealed to the principal/designee. Fines or charges **exceeding** \$600 may be appealed to the regional superintendent for the appropriate school region.

All appeals must be received in writing (e.g., written note, email, fax). A final decision on all appeals shall be communicated to the student or their parents/guardians in writing.

When the district withholds students' diplomas for failure to pay a fine or charge **for damages related to lost or damaged school property**, the district will publish and maintain the following information on its website, **either with information published under RCW 28A.325.050 or in a different location on its website that facilitates easy access to information**: the number of diplomas withheld, by graduating class, during the **previous three preceding five (5)** school years, **with data from the prior reporting year updated annually to reflect the release of diplomas**; and the number of students with withheld diplomas who were eligible for free or reduced-price meals during their last two (2) years of enrollment in the district.

All fees, fines, and charges shall be deposited with the business office on a regular basis. The respective departments and schools shall be credited **by with** the amount of their deposit.

IN REVISION

3520P

Page 3 of 3

Cross references: [Board Policy 3520](#) Student Fees, Fines, Charges
 [Board Policy 6115](#) Fees, Fines and Charges
 [Board Policy 6700](#) Food and Nutrition Program
 [Request for fine waiver form](#)

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