

STUDENT FEES, FINES, AND CHARGES

Definitions

- **Fees** – Amounts collected by the District to cover the cost of optional supplementary supplies, materials or services to students.
- **Fines** – Amounts assessed for the cost of replacing materials or property which are lost or damaged due to negligence, amounts levied for items such as overdue books, or damage to technology equipment.
- **Fee Waivers** – The reduction or elimination of fees may be granted to students whose families would have difficulty paying due to their income status. The USDA Child Nutrition Program guidelines will be used to determine qualification for waiver.

Questions regarding fees, fines, or waivers should be initially directed to the building or program administrator. The Executive Director of Financial Services will review if additional clarification is needed and will recommend a system-wide decision about the fee or charge to the Superintendent and Board.

Fees

Student fee schedules for individual buildings must be approved on an annual basis. Each spring, schools and departments will submit a list of proposed fees for the ensuing school year to the Executive Director of Financial Services for review, compilation and submission to the Board of Directors. Fees charged will be consistent among schools where comparable circumstances exist. Fees charged will be restricted to levels appropriate for the activity or service.

In establishing fees, the following guidelines will be used:

- A. Class registration information will 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 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;
- C. A fee may be collected for personal physical education and athletic equipment, apparel, and towels/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, notebooks, and planners;

- F. 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;
- 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. Schools may request voluntary fees to help support a school or classroom activity or project. However, the school is required to notify the parent/guardian about the extent that the student's participation in the educational activity or project is required and that students will not be denied participation based on inability to pay the voluntary fee; and
- I. A fee may be collected from students as a condition for attendance at any optional, non-credit, extracurricular event or activity, which are of a cultural, social, recreation, or athletic nature.

Fees will not be levied for:

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

Fee waivers and reductions will be granted to students whose families would have difficulty paying by reason of their low income.

For students and families participating in the National School Lunch program, the School Breakfast program, or both, the USDA Child Nutrition Program guidelines will be used to determine qualification for a fee waiver or reduction. The District will annually distribute and collect information and an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals in compliance with chapter 28A.235 RCW, Policy 6700, and Procedure 6700-P. Parent or guardians will need to complete the "Parental Release of Information Form 3520-F2" in order for meal eligibility information to be shared for activity fee waivers.

Fines

Fines or damage charges may be levied for lost textbooks, library books, technology, or other equipment. In the event the student does not make proper restitution (or discharge the fine through voluntary work obligation) the following may occur:

- A. Grades, transcripts and/or diplomas may be withheld;

- B. Fees and/or fines that are unpaid after one semester may result in the student being held out of participation in extracurricular activities, including athletics.
- C. Fees and/or fines that are unpaid after one semester may result in the student being held out of participation in optional school activities including dances and excursions.
- D. A student may make restitution through a voluntary work program.

If a student has transferred to another public K-12 school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be forwarded. This information will be communicated to the enrolling school as soon as possible. The official transcript will not be sent until the fine or fee is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent'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 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.

Statements communicating fees and/or fines due will be sent to parents/guardians by schools no less than twice each school year. All fees will be deposited on a regular basis in accordance with District Policy 6020. The respective departments and schools will be credited by the amount of their deposit for fees related directly to school programming.

Refunds of Fees and Fines

A. Refunds of fees or fines paid will be initiated by the School Office Manager. Refunds will be paid by Eastmont School District Accounts Payable check. No refunds will be issued for fines or fees paid more than one (1) year prior to date of request.

B. Refunds for students withdrawing from the District will be paid as follows:

Fee or Fine	Refund Schedule
General Student Fees	50% during first semester 0% thereafter
School Meal Fees	100% of amount on account over \$5.00. Account balances under that amount will be reported to DOR Unclaimed Property

Fee or Fine	Refund Schedule
Fines for Lost Books	100% upon return of book in reusable condition 50% if book is damaged 0% if book is unusable
Fines for Lost/Damaged Technology	Not eligible for refund

- C. A student or their parent/guardian may request to have their fee and/or fine waived by completing the Student Fee or Fine Waiver Request (Form 3520-F1) and submitting it to the Building Administrator.