

## STUDENT FEES AND FINES

Reasonable student fees may be charged in connection with certain items, materials, and activities. Except as otherwise provided in this policy or authorized by the Board of Education, the Board of Education shall approve the amount of each student fee, and may do so by adopting a schedule of various fees. When establishing a fee, the Board of Education may expressly identify whether the fee is subject to possible waiver (in whole or in part) based on ability to pay. However, if the Board of Education fails to specify whether a particular fee is subject to possible waiver, the fee shall be considered waivable upon a proper application.

Parents and guardians who claim that the financial condition of their families is such that they cannot afford to pay the established fees may request that the fees be waived or reduced. All fee waiver/reduction requests shall be submitted in writing. The District Administrator, the building principal, or such an administrator's designee shall approve or deny the request according to established administrative guidelines. Except as otherwise approved or directed by the Board of Education, the administrative guidelines for approving requests for a waiver or reduction of student fees shall take into account household size and income levels. However, other criteria may also be considered and applied. No student or household may be required to disclose their free or reduced-price meal status in order to apply for a waiver or reduction of a student fee established under this policy, and the District shall not use such status or data from a meal program application to make fee waiver decisions without first obtaining proper consent.

Building principals shall be responsible for the accurate and timely collection of student fees in accordance with proper accounting procedures. It is the Board of Education's expectation that all reasonable efforts shall be taken to ensure the collection of all fees due to the District. To the extent permitted by law, the administration may withhold school-related privileges from a student/family who refuses to pay applicable fees or who refuses to accept or fails to adhere to a payment plan offered by the administration. After the administration holds or attempts to arrange an in-person meeting with a parent or guardian, makes a good faith effort to offer a payment plan for the amount owed, and provides a final notice of the amount due, the Board of Education authorizes the District Administrator to pursue legal action through small claims court for the collection of unpaid fees due the District. The District Administrator shall inform the Board of Education when such legal action is being taken.

This policy does not apply to the establishment of school meal or food and beverage prices or to the processing of applications for free or reduced-price school meals.

Legal Ref: Article X, Section 3; 118.03(2), 118.04(4); 120.10(15); 120.12(11); 120.13; 120.13(5); 121.41; 121.54(7); 121.545; 120.12(1), 120.44 WSS

Cross Ref:

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