

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3520 P-1

STUDENT FEES, FINES, CHARGES

I. Fees and Charges

Student fee schedules for individual buildings must be approved by the superintendent on an annual basis by June 30 for the ensuing school year. In addition, each building shall submit to the business manager an annual report by June 30 which includes 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.
- B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student option, becomes 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.
- C. A fee may be collected for personal physical education and athletic equipment and apparel. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the board.
- 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.
 - 1. At the elementary level, such items shall be restricted to tennis shoes, pencils, pens, glue/paste, crayons, paper, erasers, and notebooks/peechees to keep materials in an orderly manner. Upon prior approval of the principal, teachers may ask students to bring special materials for a special art project which the students will be taking home. But care must be taken to ensure an undue financial burden is not placed on the student/parent.

Since each grade level and/or teacher has different supply needs within the aforementioned list, principals shall notify parents in the spring that a list of required school supplies will be distributed in the fall by individual classroom teachers. Principals are to approve

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teacher supply lists before they are distributed to ensure consistency with this procedure.

2. Secondary students may be required to furnish personal or consumable items such as pencils, paper, erasers, notebooks, workbooks, etc.
- 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.
- H. A fee may be collected to cover the cost of student housing and/or meals while engaged in outdoor educational activities.
- I. A towel fee may be assessed to cover the cost of subscribing to the towel service. A student may supply his/her own towel.
- J. Fees shall not be levied for field trips required as part of a basic educational program or course; text books (nonconsumable) which are designated as basic instructional material for a course of study; or instructional costs for necessary staff employed in any course or educational program.
- K. 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. Except for charges for lost or damaged materials or equipment arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee.

The student and parents/guardian shall be notified regarding the nature of the violation, the nature and amount of the restitution, and the appeal process as outlined in Ferndale School District Board Policy #3200 C.1.13.

II. Fines

Students shall be responsible for the actual costs of replacing materials, equipment or property which are lost, or which are damaged due to negligence.

If the student is transferring from one school to another within the district the student's diploma, grades or transcript will not be released until all fines, fees and/or charges are paid.

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If the student is transferring to an elementary or secondary educational institution out of district, only records pertaining to the student's academic performance, special placement and discipline actions shall be sent to the enrolling student. This information shall be communicated within two (2) school days and the confirming records shall be sent as soon as possible. The official transcript will not be sent until the fine has been paid.

III. Waivers

- A. The "Eligibility Scale for Free and Reduced Meals" of the National School Lunch Act shall be used to determine qualification for waiver or reduction.
- B. DETERMINATION OF NEED
 - 1. If a staff member suspects that a student has a financial need or if a student requests assistance, this is to be brought to the attention of the administrator in charge.
 - 2. Eligibility for a waiver or reduction of student fees will be determined by the student's eligibility for free and reduced price lunch status.
- C. FEES RELATED TO EXTRACURRICULAR ACTIVITIES, ASB CARDS, YEARBOOKS, AND TRAFFIC SAFETY

The following arrangements may be made between an identified student and the building administrator for waiver or reduction of fees for students who families, by reason of their low income, would have difficulty paying the fee:

 - 1. Arrange for a time extension for the fees payment.
 - 2. Arrange a payment schedule, i.e., \$5 down and so much per month.
 - 3. Arrange for the student to work at the school at minimum wage rate until the fee has been "earned."
- D. AVAILABLE FUNDING FOR HIGH SCHOOL FEES RELATED TO THE INSTRUCTIONAL PROGRAM (EXCLUDING TRAFFIC SAFETY)

The Saul Haas fund is available to provide items which secondary students need in order to stay in school. This might include items such as eyeglasses, material for home economics or shop, etc.

While the principal has the final responsibility for the Saul Haas Foundation Funds, counselors may be designated to identify students who can best be served by this program.

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