Pursuant to Policy No. 3520, it is the policy of the Seattle School Board that student fees, charges, fines, restitution and damage deposits may be imposed. Pursuant to School Board-Adopted Policy 3520, the School Board has delegated the authority to the Superintendent and building principals/program managers (for school-based fees or charges) to establish fees and charges and procedures governing the collection of the same.

Definitions

Fees & Charges – Amounts collected by the District to cover the cost of optional supplementary supplies, materials, or services to students.

Fine – Amounts assessed for the cost of replacing materials or property which are lost or damaged due to negligence.

Damage Deposit – A refundable amount collected by the District to ensure that equipment, property, or materials assigned to a student or a student’s parent/guardian are returned and are not damaged beyond normal wear and tear.

Examples of fees, charges and fines ordinarily imposed include, but are not limited to, the following:

- AP/PSAT/SAT Testing Fees
- Book Replacement Charges
- Calculator Rental or Replacement Fees
- Childcare and Preschool Fees
- School Sponsored Elementary School Activity Fees (before or after school)
- Graduation Items
- Instrument Rental
- iPad or Personal Computers Fees
- Library Fines
- Optional Instructional Program Transportation Charges
- Parking Fees and Fines
- PE Lock Fines
- Extracurricular Activities
- Transcript Fees
- Athletic or Activity Uniforms
- Vandalism

School-Based Fees and Charges

As with other fees and charges, arrangements shall be made for a waiver or reduction for students whose families by reason of their income would have difficulty paying the full fee. An approved “Seattle Public Schools Annual Application for School Meal Benefits,” which uses the USDA Child Nutrition Program guidelines, shall be used to determine qualification for waivers or reductions for all items. The School Meal Benefits application must also include the parent or guardian’s permission to share the student’s eligibility status with school officials.

With regard to the payment of fees, if an account becomes delinquent, the account holder will be notified and the account will be sent to collections.

Fines, Restitution, and Damage Deposits

Notice of the fine must be provided to the student or the student’s parent or guardian before any penalties are assessed. Should a fine be imposed, the student or his/her parent/guardians may appeal the imposition of a charge for damages. For fines under $100, the imposition of the fine may be appealed to the principal or program manager, and the decision of the principal or program manager is final. For fines over $100, the student or the student’s parent or guardian may within 3 business days of receiving a decision from the principal or program manager appeal the decision to the principal or program manager’s supervisor. The decision of the supervisor is final.

A student’s grades, transcripts, or diploma may be withheld until the fine is discharged. When the student and parent/guardian are unable to pay for the damages, the District shall provide a program of voluntary work for the student in lieu of payment of monetary damages. Upon completion of voluntary work, the grades, diploma, and transcripts of the student shall be released. If the department of health and social services or a child-placing agency licensed by the department has been granted custody of a student, that student’s records, if requested by the department or agency, are not to be withheld for nonpayment or any other reason.

If a student has transferred to another school district that has requested the student’s records, but that student has an outstanding fine, only records pertaining to the student’s academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking, or arson, and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling school within two school days and copies of the records will be sent as soon as possible. The official transcript will not be sent until the fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fine.

Approved: December 2011