

Superintendent Procedure 3520SP Student Fees, Fines, or Charges

Approved by: s/Dr. Brent C. Jones Date: 4/26/23

Dr. Brent C. Jones, Superintendent



Pursuant to Board Policy No. 3520, Student Fees, Fines, and Charges, it is the policy of the Seattle School Board that student fees, charges, fines, restitution, and damage deposits may be imposed. Pursuant to Board Policy No. 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.

Fees will not be levied for:

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

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

Fee Waivers and Reductions

Fee waivers and reductions will be granted to students whose families by reason of their income would have difficulty paying. An approved “Seattle Public Schools Annual Application for School Meal Benefits,” which uses the USDA Child Nutrition Program guidelines, will 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 unless such sharing is permitted under the National School Lunch Act. The district will annually distribute and collect information and an application for households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals when required by Chapter 28A.235 RCW. Family income surveys and direct certification from the Washington State Department of Social and Health Services will be used to determine qualification for additional waivers or reductions for schools provide that free meals to all students through the Community Eligibility Provision (CEP).

With regard to the payment of fees, if an account becomes delinquent, the account holder will be notified and the account may be sent to collections. However, if a student has not paid for five or more previous meals, the school shall follow the requirements outlined in RCW 28A.235.260.

Fines, Restitution, and Damage Deposits

Fines or damage charges may be levied for lost textbooks, library books or equipment. If a student is unable to pay the fine or charge, the student may make restitution through community service.

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 their parent/guardian 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.

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. If the state Department of Children, Youth, and Families 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 .

If a student has transferred to another school district that has requested the student's records, 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.

Approved: December 2011

Revised: April 2023; June 2015

Cross Reference: Policy No. 3520; 3520BP