



*Revised: 9/10/2015*

*Adopted: 7/2/84*

## **599 PUPIL FEE GUIDELINES**

### **I. PURPOSE**

The purpose of this policy is to provide uniform regulations pertaining to student fees consistent with Minnesota law.

### **II. GENERAL STATEMENT OF POLICY**

No student shall be denied a required educational experience because of his/her economic inability to pay fees or furnish educational books or supplies. In brief, no student should be required to pay a fee for a program, project, or activity that occurs during the regular school day, in the regular school year (summer school is not a part of the regular school year when courses are taken on a voluntary basis).

The school district has the right to accept voluntary contributions, make certain charges, and establish fees in areas considered extracurricular, non-curricular, or supplementary to the regular school program. Further, the school district should attempt to provide equal opportunities for students who are unable to pay fees. The superintendent should adopt procedures to ensure that staff members are not implementing unauthorized fees or fines.

### **III. SPECIFIC FEES**

A. Permitted Fees. Fees may be charged in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the personal property of the pupil.
2. Admission fees or charges for extracurricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment.
4. For personal physical education equipment and apparel, although any student may provide her/his own if it meets reasonable

requirements and standards relating to health and safety established by the school board or its designee.

5. For items of personal use or products which a student may purchase at his/her own option, such as student publications, class rings, annuals, and graduation announcements.
6. Fees specifically permitted by any other statute, i.e. driver's training.
7. Field trips considered supplementary to the regular educational program, do not affect grades and for which attendance is optional, regardless of whether such trips are conducted during or outside the regular school day.
8. Fees charged by an outside agency for foreign language trips that are not sponsored by the school district and do not involve an interruption of the student's educational program. Time for such trips should be chosen during summer and vacation periods.
9. Any authorized voluntary student health and accident benefit plan.
10. For the use of musical instruments owned or rented by the school district, a reasonable rental fee not to exceed either the rental cost to the school district or the annual depreciation plus the actual annual maintenance cost for each school owned instrument (not purchased with Title I, ESEA funds).
11. Students may be required to furnish personal, consumable items, or other school supplies.
12. A fee will be charged to students who participate in extracurricular athletic activities for use of athletic equipment and apparel. Students are required to purchase items of a personal nature associated with participation in extracurricular activities. Such items may include, but are not limited to, mouthpieces, hockey sticks, practice uniforms, practice/game socks, and similar items. Fees are based on varying expenditures and depreciation.

B. Prohibited Fees. Fees will not be charged in the following areas:

1. Textbooks, workbooks, consumable art materials, laboratory supplies, and towels.
2. Supplies necessary for participation in any instructional course, except as specifically authorized.

3. Field trips which are required as a part of a basic education program or course, or which take place during the regular school day. Voluntary contributions or assistance from outside agencies may be accepted to defray part or all of such field trip costs.
4. Graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas.
5. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
6. Library books required to be utilized for educational course or program. A fee may be charged for lost books, but neither grades nor other privileges may be withheld because of nonpayment of such fines. If legal action is desired against the student, the administration has the recourse of pursuing the matter in court.
7. Admission fees, dues, or fees for any activity the pupil is required to attend, or which takes place during the regular school day.
8. Any admission or examination cost for any required educational course or program.
9. Locker rentals. (A deposit for a lock or key, however, is permissible. Such deposit should not exceed the reasonable cost of replacing the lock or key).

#### **IV. FEE WAIVER PROCEDURE**

If a satisfactory arrangement for payment of fees and/or charges cannot be worked out, the following waiver procedure shall apply:

- A. The current income guidelines established by state and federal agencies for qualification of free and reduced lunches shall serve as qualifications for waiver of fees and/or charges.
- B. In cases of unusual hardship not falling within the state and federal guidelines, the principal or his/her designee may authorize waiver of some or all of the fees.
- C. The student, if 18 years or older, or the student's parent or guardian shall be responsible for initiating a request for a waiver of fees to the building principal.

## **V. REFUNDS**

After the beginning of the season, the allowable reasons for refunding an athletic fee will be the following:

- A. Student decision to discontinue participation during the first week of practice.
- B. Being cut from a team prior to the first contest or public appearance for reasons other than violation of training rules.
- C. An injury occurring within the first half of the regular season which prevents further participation.
- D. Transfer to another school within the first half of the regular season.