

PROCEDURE 545 – STUDENT FEES

I. Authorized Fees

- A. In accordance with the Minnesota Public School Fee Law, the school district is authorized to require payment of fees in the following areas:
 - 1. In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student.
 - 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. Personal physical education and athletic equipment and apparel. A student may provide his/her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the School Board.
 - 5. 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 state statute.
 - 7. Field trips considered supplementary to a school district educational program.
 - 8. Any authorized voluntary student health and accident benefit plan.
 - 9. A rental fee for the use of musical instruments owned or rented by the school district, not to exceed either the school district's rental cost or the annual depreciation plus the actual annual maintenance cost for each instrument.
 - 10. Transportation to and from:
 - a. Extracurricular activities, when attendance is optional.
 - b. School for which no aid or levy is authorized by state statute, provided that no student is denied transportation solely because of inability to pay.
 - c. Post-secondary institutions for students enrolled under the post-secondary enrollment options.
 - 11. Motorcycle classroom education courses conducted outside of regular school hours, provided the charge does not exceed the school district's actual cost.
 - 12. The school district may charge reasonable fees for goods and services provided in connection with any post-secondary instructional program other than those conducted as part of Adult Basic Education.
- B. Students may be required to furnish:
 - 1. Personal or consumable items including pencils, paper, pens, erasers and notebooks.
 - 2. Personal transportation to and from an instructional community-based employment station which is part of an approved occupational secondary vocational program when the student receives remuneration for participation in the program.
- C. The school district may operate a school store wherein students may purchase school supplies and materials.
- D. The school district may waive any deposit or fee if any student or his/her parent/guardian is unable to pay it.

II. Prohibited Fees

- A. The school district will not authorize the charging of fees for supplies, instructional materials, staff, or activities required as part of a course or basic educational program, including:
 - 1. Textbooks, workbooks, art materials, laboratory supplies, towels, except as specified below.

2. Supplies necessary for participation in any instructional course except as authorized by this policy.
 3. Field trips which are required as a part of a basic education program or course.
 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 any educational course or program.
 7. Admission fees, dues, or fees for any activity the student pupil is required to attend.
 8. Any admission or examination cost for any required educational course or program.
 9. Locker rentals.
 10. Transportation for which state transportation aid or levy authority is available.
- B. The school district may charge fees for textbooks, workbooks, and library books lost or destroyed by students provided the school district has provided annual notification of the charging of such fees.

III. Prohibited Actions

No student's rights or privileges, including the receipt of grades or diplomas, may be denied or abridged for non-payment of fees. The school district may maintain an action provided by law for the collection of authorized fees.

Reviewed:

Reviewed: 8/30/22

Revised: 4/19/16

Procedure 545 Dated: 11/21/00

(formerly Policies 5510, 5511, 5512 & 5513)

Legal References

M.S.123B.34 et seq. Minnesota Public School Fee Law

M.S. 123B.88, Subd. 22

M.S. 124D.52 – Adult Basic Education