

## **Student Fees, Fines, or Charges**

The district will provide an educational program for the students as free of costs as possible.

The principal may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of fees. Arrangements will 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. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduce-price meals.

A student will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts, or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent and to the board of directors. When damages are in excess of \$100, the appeal process for long-term suspension will apply.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or 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 district 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 outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

Lynden School District No. 504  
BOARD POLICY

No. 3520

---

- Cross References:           3241 - Classroom Management, Discipline, and Corrective Action  
                                  2020 - Course Design, Selection, and Adoption of Instructional Materials
- Legal References:           RCW 28A.220.040 Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit  
                                  RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules  
                                  RCW 28A.320.230(f) Instructional materials — Instructional materials committee  
                                  RCW 28A.330.100 Additional powers of board  
                                  RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diplomas or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected  
                                  AGO 1965-66,#113 Districts - Schools - Fees — Tuition – Supplies — Authority of school districts to charge tuition fees or textbook fees  
                                  AGO 1973, No. 11 Districts – Schools – Tuition & Fees — Authority of school districts to charge various fees
- Management Resources:   2018 - May Issue  
                                  Policy News, June 1999 School Safety Bills Impact Policy
- Adoption Date: June 14, 1982  
Revised: June 15, 2000  
Revised: December 11, 2014  
Revised: December 13, 2018