

I. PURPOSE

The purpose of this policy is to establish the circumstances under which K-12 students (exclusive of those in Community Education run programs, including Kinder Zone and Kindergarten Plus) may be charged fees, along with a procedure for the waiver or reduction of such fees.

II. GENERAL STATEMENT OF POLICY

The School District may require the payment of student fees in areas considered co-curricular, non-curricular or supplementary to the requirements of a K-12 class or educational program. It is, however, the policy of the State of Minnesota and this School District that public education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements for graduation.

III. FEE WAIVER/REDUCTION PROCEDURE

- A. The student's parent/guardian (or the student if 18 years or older) will be responsible for initiating a request for the waiver or reduction of fees to the building principal or activities director;
- B. The current income guidelines established by State and Federal agencies for qualification for free and reduced lunches will serve as qualifications for the waiver or reduction of fees, with those students who qualify for free lunches having their fees waived and those qualifying for reduced lunch costs having their fees reduced by fifty percent;
- C. In cases of unusual hardship not falling within the State and Federal guidelines, the principal or activities director, in consultation with the director of administrative services, may authorize an alternative payment plan, including the waiver or reduction of fees.

IV. FEE COLLECTION PROCEDURE

All fees will be collected in the school administrative office, with proper receipt given to each student. All collected monies will be deposited in accordance with procedures established by the District Business Office.

No pupil's rights or privileges, including the receipt of grades or diplomas, may be denied or abridged for nonpayment of fees.

V. AREAS WHERE FEES WILL NOT BE REQUIRED

- A. Textbooks, workbooks, art materials, laboratory supplies, towels;
- B. Field trips that are required as a part of a basic education program or course;
- C. Graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas;
- D. Instructional costs for necessary school personnel employed in any course or educational program required for graduation;
- E. Library books required to be utilized for any educational course or program;
- F. Admission fees, dues, or fees for any activity the pupil is required to attend;
- G. Any admission or examination cost for any required educational course or program;
- H. Locker rentals;
- I. Transportation to and from school of pupils living two miles or more from school.
- J. Notwithstanding A. through I. above, fees may be required for textbooks, workbooks, and library books, lost or destroyed by students. Annual notice to parents/guardians and students regarding this requirement will be provided by the School District.

Legal References: Minn. Stat. §123B.34 (Minnesota Public School Fee Law)