

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-3520

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### STUDENT FEES, FINES, CHARGES

Student fee schedules for individual buildings must be approved by the superintendent or designee annually. Each building will submit an annual report which includes a report indicating the fees collected by each department. In establishing student fees for classes, the following guidelines will be used:

- A. Class registration literature will describe fees, if any, for each class or activity and the process for obtaining a waiver or fee reduction;
- B. A fee may be collected for any program only when the resultant product, service or experience is in excess of the basic instructional program and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district will furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials;
- C. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks;
- D. Security deposits for the return of materials or equipment may be collected. Provisions will be made to return the deposit when the student returns the item at the conclusion of the school term;
- E. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student (a waiver or fee reduction need not be offered for such activities);
- F. Unless students opt out, a one-time ASB fee at the beginning of each school year may be assessed at Walla Walla High School that covers the cost for access to all optional, noncredit extracurricular activities offered by the ASB/district; and
- G. Fees will not be levied for:
  - 1. Field trips required as part of a basic educational program or course;
  - 2. Textbooks (non-consumable) or other materials which 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.

Fee waivers and reductions will be granted to students whose families would have difficulty paying because of their low income. The USDA Child Nutrition Program guidelines will be used to determine qualification for a fee waiver or reduction.

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When the district withholds students' diplomas for failure to pay a fine or charge for damages, the district will publish and maintain the following information on its website, either with information published under RCW 28A.325.050 or in a different location on its website that facilitates easy access to information: the number of diplomas withheld, by graduating class, during the preceding five school years, with data from the prior reporting year updated annually to reflect the release of diplomas; and the number of students with withheld diplomas who were eligible for free or reduced-price meals during their last two years of enrollment in the district.

All fees will be deposited with the business office on a regular basis. The respective departments and schools will be credited by the amount of their deposit.

**Revised: April 2024**