



**6.40.012-AD Instructional Materials – Student Fees and Low Income Students**

**I. General**

- (1) In general, fees may not be charged for regular school programs or for textbooks and instructional materials. Regular school programs must be at no cost to students. Fees may also be charged for optional, extracurricular activities or for individual projects in courses such as woodworking, metal, clothing, etc., that are beyond the basic requirements of the class.
- (2) No student will be denied an education because of his/her inability to pay supplementary fees.
- (3) No student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

**II. Tuition**

- (1) None permitted for regular school program (including locks, lockers, etc.).
- (2) Permitted for after-school driver training, summer school and Portland Night High School (Benson).

**III. Fees Permitted**

- (1) Only these fees are permitted:
  - (a) P.E. uniform and towels when student does not provide his/her own;
  - (b) Materials used in products created by the student, in excess of minimum course requirements and at the student's option, for the personal property of the student;
  - (c) For admission to extracurricular activities where attendance is optional;
  - (d) The price of optional personal items such as student publications, class rings, annual, and announcements;
  - (e) Field trips which are optional and not part of the regular school program. (If the trip contributes significantly to an understanding of the course, for which a teacher has specifically planned the trip, it is a regular part of the program).
- (2) Except for fees as described in sections III (1)(b) and III (1)(d) above, the above fees shall be waived if:
  - (a) Payment would be a severe hardship;

- (b) Student is a ward of a juvenile court or of Services to Children and Families (SCF), unless the court or SCF has budgeted for fees.
- (3) Announcements of fees shall clearly state these waivers (this will be stated in the Handbook on Student Responsibilities, Rights and Discipline.

#### **IV. Security Deposits and Fines**

- (1) (1) No security deposits should be charged the students automatically upon enrollment because of the complexity and cost of processing and refunding them.
- (2) (2) The approach of fines and assessments for damage and losses should be the standard procedure.
- (3) (3) Schools may withhold additional books or equipment until arrangements are made for payment. Exceptions may be made on the basis of economic or other factors which in the school's judgment so justify.

#### **V. Withholding of Records for Nonpayment of Fees**

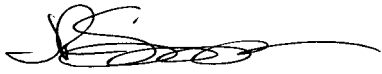
- (1) The District shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more, until those fees, fines or damages are paid.
- (2) The District may withhold the grade reports, diploma and records of students or former students who owe less than \$50.00, until those fees, fines or damages are paid.
- (3) Students or parents will receive written notice at least 10 days in advance of withholding stating the District's intent to withhold records until the debt is paid. The notice will include the following:
  - (a) The reason the student owes money to the district,
  - (b) an itemization of the fees, fines or damages owed.
  - (c) a statement that the District may pursue the matter through a private collection agency or other method available to the District.
  - (d) A statement that amounts owed may be contested through the parent/student complaint procedure and a copy of that procedure shall be enclosed. (See 4.50.30, Student/Parent Complaint Procedure.
  - (e) a statement that if the procedure is not commenced within 30 days of the notice, the amount shall be considered correct and the records may be withheld as provided herein.
- (4) The District may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student, the cost of collection would be more than the total collected, or there

are mitigating circumstances, as determined by the superintendent or superintendent designee.

- (5) Failure to give notice or withhold records will not impair the right of the school to give notice and/or withhold records in the future.
- (6) Nothing in this section is intended to prevent inspection of student education records by a parent or legal guardian. Additionally, if grade reports, diplomas, or other education records are required for placing a student at another educational institution (excluding an institution of post-secondary education), those records will be forwarded in accordance with ORS 326.575.

Policy Implemented: 6.40.010-P

History: Adpt. 4/76; Amd. 7/76; Amd. 7/78; Amd. 5/87; Amd. 9/95; Amd. 9/01/02, Renumbered from 6.40.030-AD Amd 7/04 to comply with ORS 339.260 and ORS 339.270. Amd 7/14/2004

<b>For official use only</b>	
<b>Approved:</b>	
 _____	<u>7/25/2004</u>
Superintendent	Date