

## **Student Fees, Fines and Charges**

### **Fees for use of textbooks, library resources and other school property**

School property, such as textbooks, is often loaned to students. No fee will be assessed for this property. However, it is expected that students shall return textbooks, library resources and other school property to the school in good condition.

Students shall be assessed fines for lost or damaged school property.

In computing textbook fines, replacement costs shall be 100 percent for books one to three years old. Replacement costs in the fourth year, and each consecutive year, shall be reduced by ten percent from the original cost, with minimum replacement costs of 60 percent of the original cost. Library books, materials and equipment lost or rendered unusable shall be charged at current replacement costs.

For damaged technology equipment, the fee shall be 100 percent of the cost of repair. If a device is lost or rendered unrepairable, the fee shall be the current cost of replacement.

If the school district has made a reasonable effort to obtain payment for lost or damaged school property and the student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace this property by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay.

### **Fees for consumable supplies and materials**

Teachers shall select instructional activities for each course that are based on district standards. Students may be charged a fee for consumable supplies and materials used in the course. Fees attached to courses required for graduation may be waived upon request. Fees for consumable supplies and materials shall relate directly to the actual cost of providing these materials to the individual student. When fees are used for supplies and materials, those items shall contribute to a project that becomes the property of the student. Fees shall correlate with a specific course in the school year for which they are collected. In addition, students may be required to pay for optional materials they select for class projects that are above the basic requirements for the course and are to be retained by the student.

### **Participation fees**

Students participating in athletic, intramural, cheerleading and forensic programs shall pay a participation fee. Any participation fee collected shall be used to fund the particular activity for which it is charged and not for any other purpose. The participation fee shall be paid prior to a student being involved in the activity. Fees may be waived if there is financial need. Participation fees shall be waived for homeless students as defined by McKinney-Vento. Participants who are cut or who quit an activity up to and including the 15<sup>th</sup> calendar day from their first day of practice shall be reimbursed the full amount of the fee. Requests for reimbursement shall be made no later than 25 calendar days after the beginning date.

A coach will not allow a student to participate in any practice or game without the signed form from the school office. This form shall act as receipt of fees.

Fees will be deposited by the recipient school; the deposit slip and receipt will be forwarded to the district's office of financial services no later than 30 days after the beginning of the athletic or forensics season. Fees will be deposited in a district-wide student activities account using current deposit procedures. Fees collected for cheerleading participation will be deposited in the school's cheerleading activities account.

A listing of participants will be sent to the executive director of athletics, activities and fine arts listing names, amount of collections, waivers and reimbursements no later than 30 calendar days after the beginning of the season.

### **Miscellaneous fees**

Students may be asked to pay miscellaneous fees as a condition of voluntary participation in or attendance at school-sponsored activities or programs not within the academic portion of the educational program. Extracurricular, co-curricular activities and student organizations may collect fees to cover the cost of specific activities and/or events.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Students may be required to pay for such charges including but not limited to all or part of field trip costs, admission or entrance fees, food costs, and lodging. However, it is incumbent upon the teacher and principal to make reasonable efforts to be sure no student is denied the ability to participate in trips or other enrichment activities because of lack of funds.

There shall be no admission charge for students for any program given at school during the school day. Students may be charged admission for programs and events held after school hours.

Student activity passes shall be available to all secondary students at a reasonable price to encourage school-wide participation in activities. The cost of activity passes shall be set at each school based on regular season league prices. Activity passes shall admit students to selected student activities. Activity passes shall not be transferable. CHSAA sponsored, post-season playoff games do not allow the use of these activity passes. Post-season tickets are sold separately.

### **Waiver of fees**

Fees attached to courses required for graduation may be waived upon request. Any optional fee not waived or not paid may exclude a student from that activity. All fees, fines and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. An indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines. Homeless students as defined by McKinney-Vento are also designated as indigent. (Extreme hardship situations not meeting this minimum may be considered by the principal.) Notification of how a student may request a scholarship or access a waiver shall be published in course description books.

Fees for textbooks, consumable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by

C.R.S. 22-32-138 (1)(e).

### **Fee schedule**

A complete list of student fees and their purposes shall be maintained by building principals and made available upon request. Parents shall be informed of the fee schedule or otherwise how to apply for a waiver of fees. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

A list of all fees will be submitted to the Board on an annual basis and coincide with the publication of course description books at each school. Prior to submission to the Board of Education, fee lists will be reviewed and approved by building principals and the department of learning services.

Notification of fees and what they purchase shall be included in course description books. In addition, notification may be included in but not limited to newsletters, summer letters, and course syllabi.

Students may be requested to bring specific, necessary supplies for their own use in the classroom. This list shall be prepared by the teacher, approved by the principal, and provided to the parent. Schools may not require students to bring supplies to the class to be “pooled” or for shared use by the other students. Donations voluntarily shared will be considered optional.

### **Fee changes**

Any changes to fees must be reviewed and approved by building principals and the department of learning services and then approved by the Board. Approval shall be obtained prior to the fees being changed and charged.

### **Additional program fees**

The Board may approve fees recommended by the superintendent for programs offered during that period of the calendar year not embraced within the regular school year. Examples could include but are not limited to continuation programs, part-time programs, evening programs, career and technical programs, community educational programs, cultural, recreational, social and other “opportunity programs.”

Adopted: March 12, 2003  
Revised: December 11, 2013  
Revised: April 1, 2015  
Revised: June 24, 2015  
Revised: January 24, 2018