

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

1. The following student fees are authorized in ORS 339.155:
  - a. Replacement cost for a textbook or library materials checked out by the student and not returned;
  - b. A deposit for a lock for a locker;
  - c. PE uniforms or towels supplied by the district;
  - d. Rental fees for a musical instrument owned by the school unless the student is eligible for free or reduced price lunch;
  - e. A fee for a class project in excess of the minimum course requirements where the product becomes the personal property of the student;
  - f. Admission fees for extracurricular activities or optional field trips;
  - g. A security deposit for materials, supplies or uniforms which will be refunded if the items are returned in good condition.
2. Fees may be waived for students who are eligible for free or reduced price meals.
3. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.
4. The district may waive all or a portion of the debt if one of the following conditions are met:
  - a. The district determines that the student or the parent or guardian of the student is unable to pay the debt;
  - b. The payment of the debt could impact the health or safety of the student;
  - c. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or
  - d. There are mitigating circumstances as determined by the superintendent of the district that preclude the collection of the debt.
5. Education records shall not be withheld for unpaid student fees, fines and charges if requested in circumstances described in ORS 326.575 (transfer of student records to another public or private institution where the student will enroll) and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.
6. Prior to collection of debts, the principal will ensure that written notice has been provided as required by ORS 339.270.
  - a. Prior to pursuing the collection of a debt owed to the district by a student or former student or restrictions and/or penalties imposed until such fees, fines or charges are paid by the student or

- former student, the school district must give written or oral notice to the student and the parent or guardian of the student.
- b. The notice must state the reason the student owes money to the district and the amount owed.
  - c. The notice must inform the student and the parent or guardian of the student that the district intends to impose restrictions and/or penalties until the debt is paid.
  - d. The notice must also state that the district may pursue the matter through a private collection agency or other method available to the district.
  - e. The district may give more than one notice to the student and the parent or guardian of the student.
  - f. Following a date that is at least 10 days after the date of the last notice given, if the student or the parent or guardian of the student has not paid the debt, the district:
    - (1) Shall, if the debt is \$50 or more, impose restrictions and/or penalties;
    - (2) May, if the debt is less than \$50, impose restrictions and/or penalties; and
    - (3) May pursue the matter through a private collection agency or other method available to the district.
  - g. Nothing in this section is intended to prevent inspection of student education records by a parent or legal guardian pursuant to ORS 343.173, the rules of the State Board of Education and applicable state and federal law.
  - h. Each school shall notify students about the provisions of this section and ORS 339.270 at least once each school year in the *Parent/Student Handbook*.