

Student Fees, Fines, and Charges

Student fee schedules for individual buildings must be approved on an annual basis. Each building / department will submit recommended fees to the Chief Financial Officer by April 1 for consideration and approval. The fees included in this procedure are approved for collection by the District/schools.

Guidelines for the application of student fees are as follows:

- A. Class registration literature will describe fees for each class or activity and the process for obtaining a waiver or fee reduction;

Description	Fee
NEWTECH Skill Center* <ul style="list-style-type: none"> • Standard program uniform fee (vary by program) • Industry Certification/Testing fee (vary by program) 	\$45.00 - \$120.00 \$50.00 – \$250.00
Spokane Virtual Learning Fees <ul style="list-style-type: none"> • Non-resident students – all courses, per semester • Regular summer courses for credits, per semester • Non-credit summer courses 	\$450 per course \$200 per course \$120 per course

*Note: In the event program or material fees are approved or modified for NEWTECH classes, a student budget allocation will be provided for SPS students enrolled at NEWTECH. The budget allocation is in lieu of any program/material fees charged to SPS students. The Skill Center director may waive fees in accordance with District policies and procedures. Students pay for the cost of materials for any special projects that they take home. The standard program uniform fee and Summer School Academy fee are exempt from the SPS budget allocation.

- B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements 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;

Description	Fee
Career and Technical Education (CTE) Consumable Fees. Course fees are not assessed for completion of regular CTE course work. A student is required to pay the direct cost of a special project that is in excess of the minimum course requirements and, at the student's option, becomes the personal property of the student (e.g. a student pays the cost of materials for special projects that the student takes home). A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials or pay extra fees.	Direct cost of special projects
NEWTECH Skill Center – See paragraph A above.	

- C. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety;

Description	Fee
Fitness class – personal use apparel	Not to exceed \$15.00

- D. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected. These fees will not be refunded;

Description	Fee
Band & orchestra instrument rental	\$20.00 per year
Uniform cleaning – band, orchestra, choir or other	Actual cost up to \$11.00

- E. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks;
- F. 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;
- G. 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;
- H. Associated Student Body (ASB) Cards cannot be a condition precedent to the basic educational program and should not be a condition precedent to voting in student body elections and other matters affecting the basic educational programs;

Description	Fee
Middle School ASB Membership - may be required for students participating in athletics and non-athletic extracurricular activities	\$15.00 100% refund prior to the first football game
High School ASB/GSL Membership - may be required for students participating in athletics and non-athletic extracurricular activities	\$42.00 100% refund prior to the first football game

- I. A fee may be collected to cover damage to or the replacement cost of lost textbooks. A student may provide a replacement book in-lieu of the “lost book” fee provided the replacement book is in usable condition and is the same title, author, and edition as the lost book;

Description	Fee
Lost book fines	Replacement cost according to the library/textbook system; 100% refund for books returned in usable condition within twelve months of assessment of the fine

- J. A fee may be collected to cover damage to a district-owned laptop. These fees will not be refunded:

Description	Fee
Laptop – due to loss or stolen	\$424.00
Laptop damage beyond repair	\$104.00
Power Cord Replacement	\$28.00

- K. A fee must be collected to cover the cost of operations for designated self-supporting programs.

1. Nutrition Services Fees:

	Paid Price
School Breakfast Prices:	
Elementary School	\$1.85
Middle School	2.10
High School	2.10
Adult	2.75
School Lunch Prices:	
Elementary School	3.05
Middle School	3.75
High School	3.75
Adult	5.00
Milk (all levels)	1.00
A la carte prices	Set by Nutrition Services Director

2. Childcare: SEE APPENDIX A
3. Optional activities or events:

Description	Fee
Noncredit extracurricular or co-curricular events of a cultural, social, recreational, or athletic nature. School administrators may establish fees for these activities or events. The financial impact on patrons and the general fund must be considered in the setting of such fees.	Consideration of financial impact
Summer Camp and other Activity Fees	Not to exceed \$10.00 per hour

- L. Fees will not be levied for:

- Field trips required as part of a basic educational program or course;
- Textbooks (nonconsumable) which are designated as basic instructional material for course of study; or
- Instructional costs for necessary staff employed in any course or educational program.

M. Students will not be required to purchase or rent caps and gowns, class pictures, or yearbooks. A student may be required to rent a cap and gown to participate in a graduation ceremony, which ceremony must be voluntary, and not affect the issuance of the student's diploma.

N. Other fees:

1. Student insurance (optional): All students participating in interscholastic sports must have accident insurance or a waiver signed by their parent(s). The basic accident insurance plans (school-time or 24-hour) include all interscholastic sports except high school tackle football. Accident insurance for high school tackle football, Grades 9-12, may be obtained by paying the appropriate special premium for the high school football plan. Ninth grade students who play football with tenth, eleventh, and twelfth graders must purchase the high school tackle football coverage. A basic insurance plan is not required for high school tackle coverage but is recommended.

a. Accident Insurance (Optional):

	Preferred	Economy	Budget
School-Time	\$ 68.00	\$ 50.00	\$ 32.00
Full-Time (24 hours)	273.00	171.00	117.00
Football	280.00	174.00	134.00
Extended Dental Plan, \$17.00 if purchased with another plan	21.00	21.00	21.00

b. Student Health Plan (Optional):

Student Health Plan	12-month coverage	\$1,448
Student Health Plan	School year coverage	1,091

2. Returned Item Fee: A \$25 charge will be assessed for any non-sufficient funds check (NSF) or any other payment dishonored by non-acceptance or non-payment by the appropriate financial institution.
3. Credit/Debit Card Fees: The school district may assess credit/debit card fees using one of the following methods.
 - a. A minimum fee of \$1.95 will be added to the total transaction amount for patrons who opt for the convenience of paying for goods or services by credit or debit card. The school district accepts payment by cash or check with no additional fee. The convenience fee applies only to payments made by credit or debit card; or
 - b. A credit card surcharge will be added to the total transaction amount for patrons who pay for goods or services by credit card. The surcharge is intended to defray the Credit Card Merchant costs incurred by the school district associated with credit card transactions. The school district accepts payment by cash or check with no additional fee; or

- c. The price for goods or services may be set to recover credit card transaction fees.
 - d. Fee Waivers: The Chief Financial Officer may waive credit/debit card fees for transactions when no goods to services are provided by the District (e.g. donations to the school district).
- O. Outstanding unpaid fees and fines. School administrators may limit participation in extracurricular activities to students with outstanding unpaid fees and fines. Student participation in activities may resume upon payment or waiver of the student's outstanding financial obligations to the district/school.
- P. All fees will be recorded in the district/school point of sale (POS) cash receipting system.
- Q. Fee waivers:
1. The district may waive or reduce fees for students whose families, by reason of their low income, would have difficulty paying the full fee. The USDA Child Nutrition Program (free/reduced meal program) guidelines will be used to determine qualification for a waiver. Alternative forms of documentation of low-income status may be authorized upon review by the Chief Financial Officer. The superintendent or designee will establish a procedure for notifying parents of the availability of fee waivers and reductions.
 2. Other fees when the administrative cost of collection exceeds the outstanding fee.

Adopted:	06/09/2010
Amended:	05/26/2011
	05/23/2012
	06/26/2013
	06/11/2014
	03/11/2015
	10/14/2015
	11/18/2015
	03/23/2016
	05/24/2017
	05/23/2018
	06/12/2019
	06/24/2020
	01/22/2021
	02/08/2021
	06/23/2021
	08/25/2021
	09/22/2021
	09/15/2022
Superintendent:	Dr. Adam Swinyard

APPENDIX A Child Care Fees

1. Professional-Technical Pre School Program: \$15.00/month/child
2. Express Program: Fees are assessed according to the fee schedule below. There is no hourly rate. Rate charge is by session only.

There is no extra charge for conference weeks, late start and/or early release when children are released from school early, provided the child attends in the afternoon session on a full-time basis. If an individual school site receives a site schedule variance, Express will accommodate the variance. However, there may be an additional charge for the increased number of hours that childcare is provided.

Session Hours (1)	3 Sessions Per Week First Child	4 Sessions Per Week First Child	Every Day (5 Days) First Child
AM & PM Sessions 6:30-8:30 AM & 3:00-6:00 PM	\$464	\$506	\$595
AM Session 6:30-8:30 AM	272	296	350
PM Session 3:00-6:00 PM	286	312	368

Other Fees	Rate
Registration Fee (2)	\$50
Break Program (3)	49
Late Payment Fee	10% up to a maximum of \$50 per account
Extra Use	25
NSF Check	25
Early/Late Fee	0-5 Mins 5
	6-10 Mins 10
	11-15 Mins 15
Each additional 5 mins	\$5/interval

- (1) The rates are charged on a monthly basis. There is a 15% discount for each additional sibling during the regular school year. There is a 25% discount for December and April and a 50% discount for June.
- (2) Non-refundable and non-transferable
- (3) No sibling discounts offered for spring and summer break programs.
- (4) An additional fee of \$5 for each five (5) minutes or portion thereof will be charged per child for(ren) picked up after the end of each program or dropped off prior to the start of each program.