

## **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

### **FEES**

#### **I. GENERAL POLICY**

In compliance with statute, it is the policy of Martin County West Schools that education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Any practice leading to suspension, coercion, exclusion, withholding of grades or diplomas, or discriminatory action based upon nonpayment of fees denies pupils their rights and privileges.

#### **II. ESTABLISHMENT OF FEES**

The School Board is authorized to establish nonrefundable fees within the relevant state statutes and district policy. The Administration may establish fees, within the scope of this policy, only for classes and/or programs where the resultant product is in excess of minimum course requirements, optional, and the property of the student. Security deposits for the return of materials, supplies, or equipment may be implemented with the approval of the administration.

#### **III. PROHIBITED FEES**

- A. Textbooks, workbooks, art materials, laboratory supplies, towels;
- B. Supplies necessary for participation in any instructional course except as authorized in sections 120.73 and 120.75;
- C. Field trips which are required as a part of a basic education program or course;
- D. Graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas;
- E. Instructional costs for necessary school personnel employed in any course or educational program required for graduation;
- F. Library books required to be utilized for any educational course or program;
- G. Admission fees, dues, or fees for any activity the pupil is required to attend;
- H. Any admission or examination cost for any required educational course or program;
- I. Locker rentals;

- J. Transportation of pupils (1) to and from school as authorized pursuant to section 123.39 or (2) for which state transportation aid is authorized pursuant to section 124.223.

#### **IV. COLLECTION OF FEES**

The administration is authorized to collect fees and security deposits. A list of all fees and security deposits due will be provided to the administration for collection and record-keeping. The bookkeeper will properly account the funds and provide to the appropriate individuals, when necessary, a list of delinquent fees. Other staff members are not authorized to collect or hold funds from fees.

#### **V. ATHLETIC FEE SCHEDULE**

- A. Athletic fees are set by the Board of Education at the July School Board meeting.
- B. Coaches will submit a roster to the athletic director at the beginning of a season. Fees are due to the athletic director before participation in the first practice session.
- C. Managers in a given sport do not pay fees.
- D. Students forced to withdraw from an activity because of illness, injury, or transfer shall have a prorated share of the fee refunded. Students voluntarily withdrawing for other reasons or becoming ineligible for violations will forfeit the fee.
- E. Students and families who may have difficulty paying the fees must make arrangements with the athletic director.

#### **VI. BAND INSTRUMENTAL RENTAL**

- A. The basic rental for school-owned band instruments is set by the Board of Education at the July School Board meeting.
- B. Teachers will provide a list of students to the principal for collection of the fee, which is due by September 15th of each year.
- C. Students withdrawing from band will have the rental prorated.
- D. Uniform rental is set by the Board of Education at the July School Board meeting.
- E. Students and families who may have difficulty paying the fees must make arrangements with the principal.