

**DISTRICT CODE: 555  
STUDENT FEES**

*Policy reflects Minnesota statute and aligns with other District 270 policies.*

The Board is dedicated to the principle that the acquisition of an education in the public school system should not be dependent upon the ability of a student or family to pay school fees. All educational programs and activities, and the books, materials, supplies and equipment essential to their delivery, will be provided free of direct costs when occurring during the regular school day and in the regular school year and meet any of the following conditions:

1. They affect the awarding of a grade or the granting of a diploma or other form of a certificate for public school attendance or completion. This includes for-credit programs offered outside the regular school day or year.
2. Student attendance or participation is required.
3. They are expressly cited by law, rule, or regulation as activities for which fees are prohibited.

For certain programs and activities that do not meet the conditions above, the Board will permit the establishment of a fee schedule under which students may be assessed a charge for participation and/or for use of materials, supplies or equipment essential to participation. Fees may be charged for programs and activities that meet all of the following conditions:

1. Participation is voluntary.
2. Scheduling occurs outside the regular school day or regular school year or, if occurring in the regular day or year, programs and activities are supplemental and non-essential to the successful completion of a class or educational program.
3. Programs and activities have no affect upon the awarding of a grade or the granting of a diploma or other form of certificate for public school attendance or completion.

Fees may also be charged for programs and activities expressly cited by law, rule or regulation as ones for which fees are authorized.

No teacher, principal, coach or activity leader is to assess fees or fines that are not consistent with this policy or which are at variance with state laws, rules or regulations. Any student for whom fee payment constitutes hardship is to be offered a sliding scale or exemption from

## HOPKINS PUBLIC SCHOOLS POLICIES

payment and the exemption is to be arranged in such manner as to protect the anonymity and preserve the dignity of the student.

No student is to be suspended, coerced, excluded, or subjected to grade or diploma withholding or any kind of discriminatory action for non-payment of a fee.

Prior to initiating any new fee(s) not prohibited by Minnesota Statute the Board will notify the public of such intent and announce the scheduling of a public hearing at which interested persons will be provided opportunity to express reactions to the proposed fee(s).

Administrative Rules and Regulations attendant to this policy will list authorized and prohibited fees.

Adopted: February 20, 1986

Revised: May 22, 2003

Reviewed: January 24, 2013, March 21, 2017, November 21, 2017

**Regulations begin on next page.**

**DISTRICT CODE: 555 - REGULATIONS  
STUDENT FEES**

District 270 authorizes and prohibits the assessment of student fees in conformance with Minnesota Statute and District 270 Policy 555.

**A. AUTHORIZED FEES**

Students may be required to pay fees in the following circumstances:

1. In any program where a product in excess of minimum requirement becomes the personal property of a student. The student shall have the option of personally providing the project materials or purchasing them from the school and may retain the product produced. Projects not paid for by the student may be disposed of by the school. Course descriptions should define projects that are considered optional and above minimum requirements, the estimated costs of such products, and a statement that materials may be purchased at school or brought from home.
2. Admission fees or charges for extracurricular activities and field trip events, where attendance is optional.
3. Security deposits to assure the return of materials, supplies, or equipment. Such deposits must be returned to the student at the end of the period of use where no damage or loss has occurred.
4. Personal physical education and athletic equipment and apparel, except that students may provide their own if reasonable requirements and standards of health and safety are met.
5. Items of personal use or products that students may purchase at their option such as student publications, class rings, annuals, photographs, and graduation announcements.
6. Field trips considered supplementary to the educational program when students are not required to participate and are not graded on what was learned on the trip. Pupils who do not wish to participate are to be provided with appropriate alternative educational experiences.
7. Optional extended trips.
8. Membership dues, registration fees, meals and lodging costs in conjunction with out-of-district events and organizations, when such events are supplementary and student participation and membership are optional and grades are not affected.
9. Any authorized voluntary student health and accident benefit plan.

## HOPKINS PUBLIC SCHOOLS POLICIES

10. Use of musical instruments owned or rented by the district. Rental fee is not to exceed either the district's rental cost or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument (not purchased with Title I, ESEA funds).
11. Admissions to or participation in social or other noncurricular activities sponsored or conducted by student organizations (such as dances) or noncurricular activities sponsored or conducted by the school (such as class parties).
12. Transportation to vocational community based programs.
13. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks. A school store may be operated wherein students may purchase school supplies and materials.
14. Lost or damaged books, loaned materials, electronic devices, or software programming.

### **B. PROHIBITED FEES**

Students will not be expected to pay fees prohibited by Minnesota Statute.

1. Required textbooks, materials, or laboratory supplies.
2. Supplies necessary for participation in any course, except where a product may become the personal property of any student who so chooses.
3. Field trips that are required as a part of a basic education program or course.
4. Graduation caps, gowns, or any specific form of dress necessary for any required educational program, and diplomas.
5. Instructional costs for necessary school personnel employed in any course or program which provides the awarding of graduation credits.
6. Library books required for any educational course or program.
7. Admissions, dues, or fees for any activity the student is required to attend.
8. Admission or examination cost for any required educational course or program.
9. Locker rentals, except that a deposit for a lock or key may be required. Such deposit should not exceed the reasonable cost of replacement.

## HOPKINS PUBLIC SCHOOLS POLICIES

10. Transportation of students to and from school as authorized by current Minnesota Statute, or for which state transportation aid is authorized by current Minnesota Statute.

### **C. DEFINITION OF TERMS**

1. "CURRICULAR" means those portions of the school program for which credit is granted. This applies equally to "required" or "elective" curricular programs.
2. "CO-CURRICULAR" means those portions of the school sponsored and directed activities designed to provide opportunities for pupils to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills.

"Co-curricular activities" have one or more of the following characteristics:

- a. are for credit or required for graduation.
  - b. are conducted at regular and uniform times during school hours, or if at times other than school hours, are established by school authorities.
  - c. are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit.
  - d. are primarily or totally funded by public monies for general instructional purposes under direction and control of the local board of education.
3. "NONCURRICULAR" activities means those activities that include all direct and personal services for public school pupils for their enjoyment that are managed and generally operated under the guidance of an adult or staff member. Noncurricular activities have all of the following characteristics:
    - a. are not for credit or required for graduation.
    - b. are conducted for the most part during other than school hours, or if partly during school hours, at times agreed by the participants, and approved by school authorities.
    - c. the content of the activities is determined primarily by the interests of the student participants and their parents with only the guidance of the staff member or other adult.
    - d. with the possible exception of direct costs of any salaries and indirect costs of the use of school facilities, the activity is self-sustaining as all other expenses are met by dues, admissions or other pupil fund raising events.

## HOPKINS PUBLIC SCHOOLS POLICIES

4. "EXTRA CURRICULAR" has the same meaning as "noncurricular."
5. "SUPPLEMENTARY" has the same meaning as "noncurricular."
6. "REGULAR SCHOOL DAY" means that which is defined in Minn. Rules for middle, secondary, and for elementary pupils.
7. "REGULAR SCHOOL YEAR" means the usual school term for students beginning on-or-about the first day after Labor Day and ending on-or about the first or second week in June, not including summer school.

### **D. GENERAL CONSIDERATIONS**

1. Effective with the adoption of Policy 555, STUDENT FEES, a master list of programs and activities for which fees are legitimately being charged will be established.
2. All new fees must be approved in advance by the superintendent. In order for any new fees to be added to the master list, requests must be made in writing to the director of Administrative Services, who will review and advance the proposal to the superintendent with a specific action recommendation.
3. When necessary and appropriate, public notice shall be given and hearings held.

**DISTRICT CODE: 555 - REGULATIONS  
STUDENT FEES: MUSICAL INSTRUMENTS RENTAL**

In accordance with Minnesota Laws and District Policy 555 and accompanying Rules and regulations, District 270 will charge rental fees for the use of musical instruments owned or rented by the district. Students who own their instruments but are playing a school-owned instrument for the benefit of the instrumental program will be exempted from the rental fee. Terms and conditions of instrument rental shall be as described below.

**I. CONDITIONS FOR RENTING A SCHOOL INSTRUMENT**

- A. School-owned instruments will be rented only to students in the school instrumental music program and with the consent of their instructor.
- B. Instruments are to be used only for school-sponsored functions.
- C. Instrument renters must agree to do the following:
  - 1. Pay the rental fee promptly.
  - 2. Maintain the instruments in good playing condition.
  - 3. Make good to the satisfaction of the school district any loss or damage beyond reasonable wear.
  - 4. Allow no other person to use the instrument unless they have been assigned to that instrument.
  - 5. Surrender the instrument to the school upon request when any of the conditions of this agreement have been violated.

**II. RENTAL FEES**

- A. The instrumental rental fee will be established annually by the Director of Business Services and Fine Arts Department Chairperson. The amount of fee must be in conformance with limitations stated in 555-R, STUDENT FEES, Section A, Item 10.
- B. Rental for less than a full year of 38 weeks shall be a proration determined by multiplying one-thirty-eighth of the annual fee times the number of weeks of rental.

# HOPKINS PUBLIC SCHOOLS POLICIES

<h2 style="margin: 0;">Hopkins Public School District Music Instrument Rental Contract</h2>	1001 Highway 7 Hopkins, MN 55343 Phone: (952) 988-4000 Fax: E-Mail: [Your E-Mail] www.hopkinsschools.org
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## Rental Contract

Student Name:	Date:		School:	
			Student ID:	

Instrument	Make	Serial Number	Condition	Accessories

Terms:	<b>In renting the instrument described above, it is agreed by the student and parent(s) to pay the rental fee of \$_____ for the current school year. It is agreed that the following conditions will be in effect.</b>
I.	With the consent of the instructor, school owned instruments will be rented only to students in the school instrumental music program.
II.	Pay promptly the instrument rental fee.
III.	Maintain instruments in good playing condition.
IV.	Make good to the satisfaction of the school district any damage or loss excepting reasonable wear.
V.	Allow no other person to use the instrument unless they have been assigned to that instrument.
VI.	Surrender the instrument to the school upon request when any of the conditions of this agreement have been violated.
VII.	The rented instrument is only to be used for school-sponsored events.

Parent Name:		
Parent Signature:		
Student Signature:		
Home Address:		
Phone:		
Email:		
<b>Balance Due:</b>		

\*Make checks payable to: Hopkins School District #270