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TO: Board of Education

FROM: Dale Ellis

DATE: September 10, 2018

SUBJ: MCS Board of Education Policy #4601 *Action Item*

Please find Policy Code 4601 enclosed with the changes that were previously discussed in July. The recommended changes are presented as an action item for approval.

I am available to answer any questions you might have.

## COLLECTION OF STUDENT FEES and CHARGES

Policy Code: 4601

In the event that students accumulate a balance of charges and are not eligible for a fee waiver, the expectation of the Montgomery County Schools Board of Education is that those fees be paid in a timely manner. Parents may apply for a fee waiver from technology fees by submitting the most recent year tax return. A fee waiver will be approved if the annual household income does not exceed the most recently published federal poverty level, based upon the size of the family. A parent that feels they meet such criteria should submit the tax returns to the principal. If there are no tax return records provided, there can be no fee waiver pursuant to this policy. This fee waiver pertains only to technology fees assessed in the current year. Any fee waivers do not cover fees incurred in previous years and fee waivers do not cover intentional damage to technological devices that is not covered by insurance.

All cafeteria, textbook, media center and/or library, extracurricular and/or athletic supply fees, fundraiser balances, and damages to laptops or other electronic devices must be paid ~~in full, by the end of the current school year.~~ The amount of fees paid per grade span should follow the schedule below. Further, withholding from non-curricular events and communication to parents should be maintained as outlined:

K-2	10%	No Withholding	Letters of Future Consequences
3-5	25%	Withholding Allowed	Letters of Consequences
6-8	50%	Withholding Allowed	Letters of Consequences
9-11	75%	Withholding Allowed	Letters of Consequences
12	100%	Withholding Allowed	Letters of Consequences

The administration is authorized to withhold students from year-end events that are not educational in nature, such as awards ceremonies or promotion events as outlined above. Further, school administration shall make parents aware of fees owed, at a minimum of quarterly throughout the school year. For fees incurred past the mid-year mark, first notice to parents shall be sent as soon as practicable.

At the conclusion of a student's senior year of high school, reasonable attempts should be made to collect all fees owed prior to graduation.

In the event that such fees cannot be properly collected, the administration is authorized to withhold the student from appropriate end of year ceremonies to include graduation exercises.

Adopted: August 3, 2015

Revised: September 3, 2018