



# Administrative Directive

**6.40.012-AD**

- (b) Student is a ward of a juvenile court or of Services to Children and Families (SCF), unless the court or SCF has budgeted for fees.
- (3) Announcements of fees shall clearly state these waivers (this will be stated in the Handbook on Student Responsibilities, Rights and Discipline).

#### **IV. Security Deposits and Fines**

- (1) (1) No security deposits should be charged the students automatically upon enrollment because of the complexity and cost of processing and refunding them.
- (2) (2) The approach of fines and assessments for damage and losses should be the standard procedure.
- (3) (3) Schools may withhold additional books or equipment until arrangements are made for payment. Exceptions may be made on the basis of economic or other factors which in the school's judgment so justify.

#### **V. Withholding of Records for Nonpayment of Fees**

- (1) The District shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more, until those fees, fines or damages are paid.
- (2) The District may withhold the grade reports, diploma and records of students or former students who owe less than \$50.00, until those fees, fines or damages are paid.
- (3) Students or parents will receive written notice at least 10 days in advance of withholding stating the District's intent to withhold records until the debt is paid. The notice will include the following:
  - (a) The reason the student owes money to the district,
  - (b) an itemization of the fees, fines or damages owed.
  - (c) a statement that the District may pursue the matter through a private collection agency or other method available to the District.
  - (d) A statement that amounts owed may be contested through the parent/student complaint procedure and a copy of that procedure shall be enclosed. (See 4.50.30, Student/Parent Complaint Procedure.
  - (e) a statement that if the procedure is not commenced within 30 days of the notice, the amount shall be cons(d) d)

