

Related Entries: (Not identified at this time)

### Student Fees, Donations and Contributions

The School District of Lee County acknowledges every student's right to a free public education and affirms the position that every student in the PK-12 tax supported public school system is entitled to this education. (Section 1000.01, F.S. provides for a free public education for students.)

There are acknowledged within our schools any number of activities that, although part of the regular curriculum of the school or course, nonetheless, are not the responsibility of the school to provide. These guidelines describe permissible student fees (under what circumstances a fee may be charged to a student) and prohibited student fees (under what circumstances a fee may not be charged to a student), and to what extent a school may solicit monetary donations/contributions from parents/guardians, the community, and the requirements for doing so. (All schools must adhere to Policy 2.10, Fundraising Activities by Schools and on School Property.)

To ensure that students in the District are not charged a fee as a condition of enrollment in a class leading towards graduation, the following procedures shall be followed when establishing student fees and accepting donations and contributions.

#### (1) Permissible Student Fees

- (a) Schools are permitted to sell items such as personal school supplies and "school spirit" items to students. Sale of such items represents an accommodation or convenience to students.
- (b) Schools are permitted to charge a direct fee/assessment to a student for a field trip activity where the transportation component of the trip commences before the end of the school day provided that the actual activity occurs outside school hours. These field trips must be optional and not affect the student's grade.
- (c) Field trips occurring outside school hours may have a direct fee assessed to the student providing such participation is optional and does not affect the student's grade.
- (d) Schools may charge a fee for a school lock. (Examples: the locks may be used on physical education lockers, band lockers, dance class lockers, regular hall lockers, etc.). These fees shall be deposited into the school's internal funds account following the guidelines in the Internal Funds Procedures Manual.

- 47 (e) When students are given reading assignments, adequate copies of  
48 supplemental reading books and/or reading materials must be available in  
49 the classroom or the school media center.  
50
- 51 1. Schools may offer to sell paperback copies of the reading  
52 assignments to students for them to keep. Purchasing these reading  
53 materials is an option and must never be required in order for a  
54 student to participate.  
55
- 56 2. Charges for these books/reading materials shall be based on the cost  
57 of the instructional materials to the school and shall generate no  
58 profits.  
59
- 60 3. These books/reading materials may be made available to students to  
61 purchase at school through external vendors.  
62
- 63 (f) Students are encouraged to purchase physical education class uniforms  
64 through the school. In lieu of purchasing the clothing from the school,  
65 students may bring the appropriate clothing from home for their physical  
66 education classes.  
67
- 68 (g) Cap and gown sales/rentals are appropriate.  
69
- 70 (h) High school parking fees may be charged. These fees shall be deposited into  
71 the school's internal funds account following the guidelines in the Internal  
72 Funds Procedures Manual.  
73
- 74 1. The cost incurred by the school for placing student names/numbers  
75 on parking spaces may be passed on to the student (the school shall  
76 then be responsible for documenting the actual costs).  
77
- 78 2. Schools may institute a school level procedure whereby students may  
79 not purchase a parking decal (pay a parking fee) unless all debts to  
80 the school have been paid. If debts are owed, they shall lose their  
81 parking privileges.  
82
- 83 (i) It is an accepted practice that the parent/guardian/student shall bear the cost  
84 of materials for projects students take home with them and keep.  
85
- 86 1. A take-home project is defined as one where students are requested  
87 to pay the cost of the materials to make the project, if they wish to  
88 take the project home when it is completed.  
89
- 90 2. Students may be charged only for the cost of materials used in  
91 making a take-home project - example, a pillow in a Consumer Life  
92 Science class. Such charges should be based on the actual cost of  
93 the materials to the school.  
94

- 95 3. A take-home project must be optional and all students must be  
96 provided an opportunity to complete an alternate, non-take-home,  
97 project at no cost to the student.  
98
- 99 4. Creating a standard charge to all students in any class to pay for the  
100 costs of materials they use in the class is not acceptable.  
101
- 102 5. A grade in a class where the student has been offered the opportunity  
103 to purchase materials and take the project home when it is completed  
104 must not be dependent upon the student purchasing the materials.  
105
- 106 6. Students who choose to complete an optional/enhanced project,  
107 which costs more than the standard cost of a class project, may be  
108 charged for the cost of the materials. The choice of an  
109 optional/enhanced project or the choice of a regular class project shall  
110 not affect a student's grade.  
111
- 112 (j) Students may be charged a fee for the rental and cleaning of band uniforms.  
113
- 114 (k) Students shall pay for, replace, or repair District property loaned to them that  
115 they subsequently lose or damage.  
116
- 117 (l) Students may be charged a modest fine for library books returned late.  
118
- 119 (2) Prohibited Student Fees  
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- 121 (a) Fees charged to students are prohibited, in the State-approved K-12 public  
122 school program, in any class leading to graduation or any class where the  
123 grade is dependent on payment of the fee. Any charge to a student as a  
124 condition of participation in the normal curricular activities of the school is  
125 prohibited.  
126
- 127 (b) Schools may not charge a direct fee/assessment to a student for a school-  
128 sponsored activity (including a field trip) that occurs during school hours.  
129
- 130 (c) Students may not be charged for supplies that they would logically consume,  
131 given the nature of the class. Charging students a standard fee for material  
132 that a reasonable person would expect to be an integral part of the class that  
133 is uniform in nature and charged to all students is unacceptable. When the  
134 supplies are required in order for the student to participate and/or earn a  
135 grade, students must not be charged or assessed. Examples are - computer  
136 paper and disks in a technology class, workbooks required for classroom  
137 activities, lab manuals/workbooks for chemistry or physics classes, film for  
138 photography classes, supply fees, consumable supply fees, optional  
139 materials, first aid workbooks, agenda books, student planners, assignment  
140 books, etc. Any class or course offered to students with a reference to, or  
141 requirement of, paying a set amount of money is prohibited.  
142

- 143 (3) Donations and Contributions  
144  
145 (a) Schools may receive monetary donations/contributions by soliciting from the  
146 parents/guardians and the community for the purpose of providing school  
147 activities that supplements those provided by the District.  
148  
149 (b) Masking a fee as a donation/contribution is not acceptable. Schools should  
150 use caution when soliciting donations/ contributions and ensure that they are  
151 truly voluntary donations/contributions. No students may have sanctions  
152 placed against them or their parents/guardians for failure to  
153 donate/contribute. No grade, assignment, excused assignment, homework  
154 pass, extra credit, or academic consideration of any kind shall be associated  
155 with donations/contributions.  
156  
157 (c) A solicitation for donations/contributions to help defray the costs of field trips  
158 occurring during school hours is acceptable. Schools may send a letter home  
159 to the parents/guardians and/or community members asking for contributions  
160 to help defray the cost of a field trip.  
161  
162 (d) Solicitation letters should contain language that indicates contributions are  
163 voluntary and that students shall not be prevented from participating in the  
164 activity if they do not donate.  
165  
166 (e) All donations of \$250.00 or more must be acknowledged back to the donor  
167 by the school. Schools must immediately acknowledge the donation/  
168 contribution in written form. The amount received by the school must be  
169 stated. Additionally, state if the school gave the donor any item in return and  
170 the value of items the school gave the donor. If the school gave the donor an  
171 item with insubstantial value then the value does not need to be disclosed.  
172 Insubstantial value is defined by the IRS under Revenue Procedures 90-12.  
173  
174 (f) Any donation or bequest of money, royalty, or other personal or real property  
175 may be accepted or declined. Conditions may not be attached to any such  
176 donation or bequest of money, royalty or other personal or real property  
177 given or bequeathed for the purposes designated herein which are contrary  
178 to the provisions of the law. Toxic and hazardous waste concerns need to be  
179 addressed on all non-monetary donations.  
180  
181 (4) Booster Clubs and Parent Organizations  
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183 (a) Booster clubs are distinct and apart from the school. Any fee assessed to its  
184 members, funds raised or expended and tax liabilities are the responsibility of  
185 that organization. All organizations of the school, and organizations operating  
186 in the name of the school, which obtain money from the public shall be  
187 accountable to the board for receipt and expenditure of those funds in the  
188 manner prescribed by the board.  
189

- 190 (b) Principals must assure that participation by parents/ guardians or students in
- 191 booster organizations (band, sports, etc.) is not a condition of enrollment in
- 192 any course or class at school.
- 193
- 194 (5) Accountability
- 195
- 196 (a) Principals shall review individual budgets within their school to ascertain that
- 197 department heads and teachers are using budgeted funds, including
- 198 contributions and donations, for the intended purpose.
- 199
- 200 (b) There is a distinction between voluntary donations/contributions and grants.
- 201 The following matrix should assist schools in determining the difference:
- 202

MONETARY DONATION/CONTRIBUTION	GRANT
Terms may be spoken or written.	Terms are written
Solicitation is usually an informal request for a voluntary donation and/or contribution.	The solicitation or requests includes a proposal, letter or application process. The school shall keep a copy of the grant proposal on file at the school. The "request for funding" format is commonly determined by the grantor.
Accountability required by Internal Fund expenditure requirements but not to the donor.	Accountability required by grantor
Donations and/or contributions are requested from parents, guardians, families, individuals, civic organizations, and/or private businesses with the exclusion of foundations.	Grants are requested from private businesses, foundations, civic organizations, governmental agencies, not for profit organizations, trusts, and individuals.
No matching funds or in-kind services	May include a matching funds or in-kind services component
School must acknowledge back to donor the donation in accordance with IRS requirements.	Grants are required to be processed through the Department of Grants & Program Development for the District grant review prior to being submitted to the grantor.

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**STATUTORY AUTHORITY:** 1010.06, 1001.42, 1001.43, F.S.

Adopted: 10/19/10 (formerly 4.20)