

STUDENT FEES, FINES AND CHARGES

The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other educational records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. '17:112(C).

The School Board shall ensure that the following information regarding student fees is published on the School Board's website and on the website of each school, as well as in each school's student handbook:

- descriptions of each student fee or range of fees being charged,
- the dollar amount of each student fee,
- how each student fee will be collected and used,
- the deadline by which each student fee is due and the desired method of payment,
- the process whereby students and families may request an economic hardship waiver,
- the criteria by which economic hardship waivers may be approved, and
- the process whereby any denial of request for waiver may be appealed.

Such information shall be reviewed by and the Superintendent is authorized to update and revise the schedule of curricular and co-curricular fees and shall annually report revisions to the School Board prior to the start of the school year.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

REGULATIONS

1. A school shall not charge or assess a fee that is not authorized by this policy.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.

3. Failure by a student, or parent on behalf of a student, to pay any required fee shall not result in the withholding of a student's educational records.

SCHEDULE OF FEES

A list of initial authorized fees, including their purposes, use, amount or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix A) attached to this policy.

ECONOMIC HARDSHIP WAIVERS

With a written request for and subsequent approval of an Economic Hardship Waiver (appendix B), the School Board shall reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. The request for a waiver shall be submitted to the principal of the school or his/her designee for consideration. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request and supporting documentation. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal. Objective criteria on which the granting of a waiver is based include families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care, family member serving in or within the previous year has served in, active military service; families that are homeless; unreimbursed catastrophic loss or destruction of a residence or its contents; physical or mental disability sufficient to qualify a family wage earner for SSI or Social Security Disability Benefits although the application for same has not yet been approved; loss of employment by the family's primary wage earner; and unreimbursed medical expenses for catastrophic illness or injuries.

All requests for economic hardship waivers of student fees and any and all related documentation used in considering the validity of any request for a waiver shall be confidential and do not constitute public records, but may be audited to ensure compliance with School Board policy.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books, materials, and electronic devices, and for any of these which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook or electronic device replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the Superintendent. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook, electronic device, or material, but may, at the discretion of the Superintendent, be adjusted according to the physical condition of the lost or destroyed materials/devices. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks or electronic devices. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books or electronic devices.

Revised: October, 2001
Revised: December 12, 2017

Revised: November, 2019

Ref: 20 USC 1232(g-i) (*Family Educational and Privacy Rights*); La. Rev. Stat. Ann. §§17:8, 17:81, 17:112, 17:177, 17:178; Board minutes, 5-7-02, 12-12-17.

APPENDIX A
SCHEDULE OF CURRICULUM/CO-CURRICULA Fees

PURPOSE OF Fee	AMOUNT	USE OF Fee	COLLECTION METHOD
English Fee: Grades 9-12	\$0-\$10.00	Purchase English supplies	Classroom teacher will collect on Daily Class Receipts Form
AP English Fee: Grades 9-13	\$0-\$40.00	Purchase English supplies	Classroom teacher will collect on Daily Class Receipts Form
History Fee: Grades 9-12	\$0-\$10.00	Purchase History supplies	Classroom teacher will collect on Daily Class Receipts Form
Math Fee: Grades 9-12	\$0-\$10.00	Purchase Math supplies	Classroom teacher will collect on Daily Class Receipts Form
Science Fee: Grades 9-12	\$0-\$20.00	Purchase Science supplies	Classroom teacher will collect on Daily Class Receipts Form
Art Fee: Grades 9-12	0\$-\$35.00	Purchase Art supplies	Classroom teacher will collect on Daily Class Receipts Form
Fine Arts Survey: Grades 9-12	\$0-\$30.00	Purchase Fine Arts supplies	Classroom teacher will collect on Daily Class Receipts Form
Foreign Language Fee: Grades 9-12	\$0-\$10.00	Purchase Foreign Language supplies	Classroom teacher will collect on Daily Class Receipts Form
Speech Fee: Grades 9-12	\$0-\$10.00	Purchase Speech supplies	Classroom teacher will collect on Daily Class Receipts Form
Agriculture Fee: Grades 9-12	\$0-\$30.00	Purchase Agriculture supplies	Classroom teacher will collect on Daily Class Receipts Form
Band Class Fee: 9-12	\$0-\$150.00	Purchase Band Class supplies	Classroom teacher will collect on Daily Class Receipts Form
Photography: Grades 9-12	0-\$110.00	Purchase Photography Supplies	Classroom teacher will collect on Daily Class Receipts Form
CTE courses: Grades 9-12	0\$-\$20.00	Purchase CTE supplies	Classroom teacher will collect on Daily Class Receipts Form
PE Fee	\$0-\$10.00	Purchase PE supplies	Classroom teacher will collect on Daily Class Receipts Form
ELA Fee: 6-8	\$0-\$10.00	Purchase ELA supplies	Classroom teacher will collect on Daily Class Receipts Form
PE Fee	\$0\$-5.00	Purchase PE supplies	Classroom teacher will collect on Daily Class Receipts Form
Math Fee: Grades 6-8	\$0\$-5.00	Purchase Math supplies	Classroom teacher will collect on Daily Class Receipts Form

Social Studies: Grades 6-8	\$0-\$5.00	Purchase Social Studies supplies	Classroom teacher will collect on Daily Class Receipts Form
Science Fee: Grades 6-8	\$0-\$15.00	Purchase Science supplies	Classroom teacher will collect on Daily Class Receipts Form
Band Fee: Grades 6-8	\$0-\$50.00	Purchase Band supplies	Classroom teacher will collect on Daily Class Receipts Form
Honor Band Fee: Grades 6-9	\$0-\$60.00	Purchase Band supplies	Classroom teacher will collect on Daily Class Receipts Form
Choir Fee: Grades 6-8	\$0-\$40.00	Purchase Choir supplies	Classroom teacher will collect on Daily Class Receipts Form
Home Ec Fees: Grades 6-8	\$0-\$5.00	Purchase Home Ec supplies	Classroom teacher will collect on Daily Class Receipts Form
Fine Arts Survey: Grades 6-8	\$0-\$30.00	Purchase Fine Arts Supplies	Classroom teacher will collect on Daily Class Receipts Form
Art Fee: Grades K-5	\$0-\$15.00	Purchase Art Supplies	Classroom teacher will collect on Daily Class Receipts Form
Spanish Immersion Fee: K-5	\$0-\$10.00	Purchase Spanish Immersion Supplies	Classroom teacher will collect on Daily Class Receipts Form

SUPPLY FEES BY GRADE

Grades Pre-K - 5

Each school containing Grades Pre-K-5 may ask for consumable school supplies from \$0-\$15.00. No school or teacher may ask for supplies that exceed this amount.

Grades 6-8

Each school containing Grades 6-8 may ask for consumable school supplies from \$0-\$25.00. No school or teacher may ask for supplies that exceed this amount.

Grades 9-12

Each school containing Grades 9-12 may ask for consumable school supplies from 0-\$45.00. No school or teacher may ask for supplies that exceed this amount.

APPENDIX B
CALCASIEU PARISH SCHOOL BOARD

Hardship Waiver Request for Act 240

Name of School: _____ Date: _____

Student's Name: _____

Address: _____
City State ZIP

Parent's Name: _____ Phone: _____

Instructions: Please check off all that apply: (Proof of eligibility must be provided.)

I am applying for a hardship waiver for school fees based on the following objective criteria:

- I am receiving unemployment benefits
- I am receiving Temporary Assistance for Needy Families
- I am receiving SNAP benefits
- I am receiving Supplemental Security Income (SSI)
- I am receiving Medicaid
- The student is in foster care or parent is caring for foster children
- I am serving in or have served within the previous year, active military service
- I am an emancipated minor

Parent/Guardian's Signature Date: _____

(Office Use Only)

Approved

Denied (See reason below.)

This application for a hardship waiver has been denied because _____

Signature of Principal

Date: _____

DRAFT