**Student Fees, Fines and Charges Policy**

The Delta Charter Group Board of Directors 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 academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. 17:112(C).

The Board of Directors shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. The school shall publish the policy on its website and include it in the school’s student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

**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.

*Extracurricular activities* are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff and which are considered valuable for the overall development of the student.

**Regulations:**

1. A school shall not charge or access a fee unless the fee has been set and included in the Board of Directors’ approved *Schedule of Fees.*
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the Board of Directors.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student’s educational record.

Page 1 of 7

**Economic Hardship Waivers:**

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income or Medicaid.
2. Is in foster care or is caring for children in foster care
3. Is homeless
4. Is serving in, or within the previous year has served in, active military service
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program
6. Is an emancipated minor

A written request for a waiver of fees or financial assistance shall be submitted to Mrs. Miller, Central Office Administrator, of the school or his/her designed for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request for a waiver be denied, a written appeal may be made to the Mrs. Miller or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal. (Eligibility form is attached to policy). If you need financial assistance for a reason other than those listed above, please contact Mrs. Miller at [mmiller@deltacs.org](mailto:mmiller@deltacs.org) or 318-757-3202.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with the Board of Directors’ policy. A student’s personally identifiable information associated with such a waiver request shall not be made public.

**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 as determined by the Board of Directors. Each

school principal shall approve all school supplies requested by classroom teachers. Prior to

Page 2 of 7

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/her inability to provide requested supplies.

**Damage to Textbooks/Instructional Materials:**

The Board of Directors may require parents and/or legal guardians to compensate the school for lost, destroyed or unnecessarily damaged books and materials and for any books 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 replacement.

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

In lieu of monetary payments, both the school 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 refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school 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 of damaged textbooks. 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.

Students shall not be denied the use of a textbook during school hours each day. The school shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Page 3 of 7

**List of Fees:**

Students who attend Delta Charter School are not charged any type of homeroom or activity fee. If a student chooses to participate in an extra-curricular sport or club, then he/she may incur fees as a result of that. Fees collected by a coach for a student’s participation in an extra-curricular sport are used for equipment, uniforms and/or field improvements (such as dugouts, bleachers, etc.). Fees collected by a sponsor for a student’s participation in an extra-curricular club are used to pay required registration/enrollment fees, for materials/supplies that may be needed (such with the robotics club) or for competition fees.

All students who participate in an extra-curricular sport or club are given the opportunity to participate in fundraisers to help them with the fees associated with doing so. Each sport/club is allowed to do two fundraisers per year. Any amount that a student sells will be applied toward his/her account and they will only be responsible for the remaining amount. If a student chooses, not to participate in a fundraiser, then he/she is asked to pay the fees associated with the sport/club they are participating in. Any student who needs financial assistance may follow the steps outlined previously in this policy. If you have any questions, you may contact Mrs. Miller at [mmiller@deltacs.org](mailto:mmiller@deltacs.org).

Sports:

|  |  |  |
| --- | --- | --- |
| **Sport** | **Amount of Fees** | **Use of Fees** |
| Football | None |  |
| Cheer | $1,000 to $1,300 | Uniforms, camp fees, equipment fees, camp clothes |
| Basketball | $50 to $150 | Uniforms, shoes, equipment, tournament fees |
| Soccer | $100 to $250 | Uniforms, shoes, equipment, tournament fees |
| Baseball | $50 to $200 | Uniforms, shoes, equipment, tournament fees, field improvements (dugouts, etc.) |
| Softball | $50 to $200 | Uniforms, shoes, equipment, tournament fees, field improvements (dugouts, etc.) |
| Track | None |  |
| Tennis | $50 to $100 | Uniforms, shoes, equipment, tournament fees |

Page 4 of 7

Clubs (Optional):

|  |  |  |
| --- | --- | --- |
| **Club** | **Amount of Fees** | **Use of Fees** |
| Elementary and JH Beta Club | $35 to $150 | Local and State Fees required by the national club  Convention hotel/travel fees |
| High School Beta Club | $35 to $150 | Local and State Fees required by the national club  Convention hotel/travel fees |
| Elementary, JH and HS 4H Club | $5 | Fee required by the national club |
| Robotics Club | Up to $200 | Registration fees, equipment, competition fees |
| Fishing Club | Up to $65 | Tournament fees, uniform fees  (Can get a sponsorship to cover their cost) |
| First Priority Club | None |  |
| Student Council | None |  |

Other:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Amount of Fees** | **Use of Fees** |
| Field Trips | $5 to $30 | Registration/Entrance Fees, Travel fees |
| Parking Pass Replacement | $10 | Original pass is free, fee is for replacement pass |
| PSAT Exam | $17 | Test fee |
| Graduation Fees | $40 to $75 | Gown rental, graduation cap, diploma cover, etc. |
| Dual Enrollment Fees | $99 to $150  (Depending on the university)  If grants are available the school will pay this fee. | Tuition fee—this is set by the university |
| Dual Enrollment Textbooks | $30 to $150  (Depending on the class) | Textbook fee |
| Dual Enrollment Application Fee | $20 to $30  (Depending on the university) | Application fee—this is set by the university |
| Physical Education Uniforms (grades 6-12) | $10 to $20 | Student PE Uniform |
| School supplies | Not to exceed a certain amount set by the board | Student materials and supplies |
| Lost or damaged books or technology | Cost of replacement | Replace damaged property |

Page 5 of 7

Other Optional Fees:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Amount of Fees** | **Use of Fees** |
| School or Spirit Wear | $10 to $25 | Purchase of school wear or spirit wear |
| Jean Day/Regular Clothes Day | $1 | Charity donations or rewards for students |
| Yearbook | Up to $60 | Pays for yearbook and shipping costs |
| Concession items such as drinks and snacks | $0.50 to $2.00 items | School fundraiser |
|  | $99 to $150  (Depending on the university)  If grants are available the school will pay this fee. | Tuition fee—this is set by the university |
| Dual Enrollment Textbooks | $30 to $150  (Depending on the class) | Textbook fee |
| Dual Enrollment Application Fee | $20 to $30  (Depending on the university) | Application fee—this is set by the university |
| Physical Education Uniforms (grades 6-12) | $10 to $20 | Student PE Uniform |

**Collection of Fees:**

All coaches and/or club sponsors will collect fees from students who are participating in their particular club and/or sport. They are to write a receipt to the student for the amount of money that is turned in to them. The coach and/or club sponsor will complete a deposit form and then bring the money collected to our business office. The business office staff will count the money to ensure that the amount listed on the deposit slip is correct and will deposit the money into the correct account at the appropriate bank.

Homeroom teachers and/or club sponsors will collect field trip fees. The guidance counselor will collect PSAT and graduation fees. The school receptionist will collect parking pass replacement fees. They will all follow the same procedures as listed above.

Dual enrollment application and tuition fees are paid directly to the partnering university. Dual enrollment textbook fees are paid to the university or company that the parent orders the textbook through. If no grant is available for a semester and the parent has to pay the tuition fees, this money is not collected by Delta Charter School, but instead it is paid directly to the university.

Page 6 of 7

**Expenditure of Fees:**

Once a coach, club sponsor, homeroom teacher, guidance counselor or school receptionist is ready to purchase the item(s) and/or services or which the money was collected, he/she must obtain a quote from the appropriate company for those items. They are to complete a purchase order and get the appropriate required signatures and number from the business office and/or administrator. Once the purchase order number is assigned, the coach and/or club sponsor is allowed to order the requested item(s) and/or services. Once the invoice is received by the business office, it will be paid using the collected funds.

Revised: October 2019

Approved: November 2019

Page 7 of 7

**Delta Charter School**

**Fee Waiver/Financial Assistance Eligibility Form**

**2019-2020**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like for my child to participate in the following club/sport/activity, but I am financially unable to pay the fees/costs associated with the club/sport/activity. I am requesting that a waiver/financial assistance for the amount of the fees/costs be granted, so that my child can participate in the club/sport/activity.

Club/Sport/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle the criteria that you feel would allow your child to be approved for a waiver/financial assistance for the club/sport/activity listed above. (You may circle more than one.) You must include proof of eligibility with this form in order to be considered for a waiver/financial assistance. Please return completed form to Mrs. Miller.

1. Receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income or Medicaid.
2. In foster care or is caring for children in foster care
3. Homeless
4. Serving in, or within the previous year has served in, active military service
5. Eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program
6. An emancipated minor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

For Office Use Only

\_\_\_\_\_\_\_\_\_\_\_ Approved for waiver/financial assistance

\_\_\_\_\_\_\_\_\_\_\_ Not approved for waiver/financial assistance

Reason for not being approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Administrator Signature Date