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| Book | Board Policies |
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STUDENT FEES, FINES AND CHARGES

The Ascension 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 academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann <http://www.legis.la.gov/legis/law.aspx?d=79759>.

The School Board shall publish the Student Fees, Fines and Charges policy and procedures on its website. Each 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 in the manner determined by the School Board.

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 assess a fee unless the fee has been set and included in the School Board's approved Schedule of Fees.
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 their child, to pay any required fee shall not result in the withholding of a student's educational record.

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

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 relative to the student or his/her family, as listed below:

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 shall be submitted to the principal of the school or his/her designee 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 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.

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 School Board's 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 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 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 the School Board. 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 Board, be adjusted according to the physical condition of the lost or destroyed textbook. 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. 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 system 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.

Revised: October, 2001
Adopted: October 17, 2006
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Approved: November 5, 2019

Ref:

[20 USC 1232](#) (g-i) (Family Educational Rights and Privacy Act)

La. Rev. Stat. Ann. §§[17.8](#), [17:81](#), [17:112](#), [17:177](#), [17:178](#)

Board minutes, [10-17-06](#)

Ascension Parish School Board

**2019-2020
Appendix A
Schedule of Fees**

High School

Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.

| Class | Purpose of Fee | Amount | Use of Fee | Collection Method |
|--------------------------|---|---------------|---|--------------------------|
| Instructional Fee | To offset the cost of materials used in communication with students and parents as well as any instructional needs | \$20 | Postage for mail outs including report cards; paper for report cards, parent/student handouts, and student handbooks. This list is not all-inclusive. | OSP cash check |
| AP Courses | To provide interventions/extra practice for students in-class and at home; to enhance hands on activities provided to students; personal copy of text allows student to annotate and use other strategies while reading and to enhance curricular resources | \$0- \$21.00 | To refill lab supplies for water, soil, and air quality test kits and renewable energy design kits; to purchase workbooks and individual novels for students; lab supplies and web assign licenses. This list is not all-inclusive. | OSP cash check |
| Band/Choir | To provide students with opportunities and resources for enhanced learning, instruction, and to compete at various festivals and district level competitions | \$0-\$350.00 | Competitions, transportation, outfits, instrumental rental when needed, purchase and replacement of instruments, mouthpieces, sticks, mallets, drumheads, marching show drill, marching show design services, band camp staff, band camp supplies, band camp meals, buses for DCI Show, instrument repairs, props and accessories, uniform cleaning, weekday staff for individual student lessons, buses for away games, food for away games, festival entry fees, buses for festivals, food for festival days, fuel for trailer pullers, Christmas music, Christmas Concert Programs, Christmas Concert venue, | OSP cash check |

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| | | | concert band music, District Festival entry fees. This list is not all-inclusive. | |
| CTE Electives | To allow students the opportunity to apply their knowledge of coursework in real-world, real-life experiences | \$0- \$35.00 | Supplies for projects such as posters, markers, glue; groceries for cooking labs, supplies such as dish soap, paper towels, laundry detergent, lumber/metal for take home projects; tool upkeep, planting materials, general supplies like paint brushed, paint, stain, steel, wool; supplies for edible soil lab, consumables such as nails, sandpaper and stain; general shop materials. This list is not all-inclusive. | OSP cash check |
| Electives | Provide research-based ACT strategies; to provide students enrichment activities and practice around their content; and to provide proper uniform for exercise | \$0- \$35.00 | Educational manipulatives and workbooks, paper clips, Velcro, dot runners, tape runners, and PE uniforms. This list is not all-inclusive. | OSP cash check |
| English Courses | To provide enrichment activities to students | \$0- \$10.00 | Upfront & Action magazines for informational texts, replacement novels and supplies. This list is not all-inclusive. | OSP cash check |
| Math Courses | To purchase online software required by the university to complete their dual enrollment math assignments | \$0- \$15.00 | IXL software; math XL Access Codes good for one calendar year | OSP cash check |
| Science Courses | To enhance curricular resources and to provide hands-on activities to students | \$0- \$15.00 | Lab supplies, petri dishes, dissection kits, dissection specimen, software: Web Assign(\$10.50). This list is not all-inclusive. | OSP cash check |

Middle School

Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.

| Class | Purpose of Fee | Amount | Use of Fee | Collection Method |
|--------------------------|---|---------------|---|--------------------------|
| Instructional Fee | To provide instructional materials that can be used throughout the school year | \$0 -\$10.00 | Includes agendas, dry erase markers for classrooms, and anything else needed for general use. | OSP cash check |
| Science | To enhance science instruction and hands on activities provided to students | \$0 - \$5.00 | Lab supplies, etc.. that are needed for experiments, etc. | OSP cash check |
| PE Uniform | To provide students physical activities and teach certain athletic skill | \$0- \$30.00 | Physical activity and sports classroom resources that can include balls, brackets, nets, etc. | OSP cash check |
| STEM | To enhance STEM instruction and hands on activities provided to students | \$0 - 10.00 | Lab supplies, and other minor supplies needed for STEM activities. | OSP cash check |
| FACS | Provides opportunities to develop the knowledge, skills, attitudes, and behaviors that students need to become responsible citizens and leaders | \$0- \$10.00 | Food and nutrition supplies, mock budgets, etc. | OSP cash check |
| Art | To provide students enrichment activities and practice | \$0 - 15.00 | Preliminary art supplies that can include shading pencils, art paper, paint brushes, canvas, etc. | OSP cash check |
| Drama | To provide students with opportunities to take part in the performance arts | \$0 - 10.00 | Props, costumes, etc...; to assist in the scheduling and set up of performances, plays, etc. | OSP cash check |

| Primary School | | | | |
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| Classroom supply lists must be approved by the principal and must not be more than \$50.00 total. | | | | |
| Class | Purpose of Fee | Amount | Use of Fee | Collection Method |
| Instructional | To ensure communication | \$0-\$15.00 | To purchase of student agendas, home/school communication, binders, | OSP |

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| | between parents and teachers is effective and ongoing | | journals, workbooks and digital programs | cash check |
| Science Lab | To enhance hands on activities provided to students | \$0- 15.00 | To replenish consumable lab materials for science experiments and classroom manipulatives. | OSP cash check |

Cross References

JR - Student Records