

## ***STUDENT FEES, FINES AND CHARGES***

The Grant 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. [§17:112\(C\)](#).

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.

## SCHEDULE OF FEES

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 to 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
2. Is receiving public assistance
3. Temporary Assistance for Needy Families (TANF)
4. Supplemental Nutrition Assistance Program (SNAP)
5. Supplemental security income
6. Medicaid
7. Foster families caring for children in foster care.
8. Families that are homeless.
9. Family size vs. Family Income (according to chart included on *Economic Hardship Waiver Form*)

Parents shall submit an *Economic Hardship Waiver Form* to the school principal. The form is available online at [www.gpsb.org](http://www.gpsb.org) or from the school principal. 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 School 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: July, 1996

Revised: November 5, 2019

Revised: December, 1998

Revised: January 14, 2020

Revised: October, 2001

Revised: May 3, 2022

Revised: October 3, 2017

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

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

Board minutes, 9-2-93, 5-2-96, [10-3-17](#), [11-5-19](#), [1-14-20](#), 5-3-22

Grant Parish School Board

## **Appendix A** **SCHEDULE OF FEES**

| <b>Fee</b>                      | <b>Amount</b> | <b>Description/Purpose</b>  | <b>Collection Method/Due Date</b>  |
|---------------------------------|---------------|---|--|
| Elementary Supply Fee           | \$15          | Students pay this fee to each homeroom. This fee provides for classroom materials and supplies for the students.  | Check,<br>Cash,<br>Money<br>Order paid to school or Pay School online services/<br>Due by October 1.   |
| High School Registration Fee    | \$20          | These funds are used for equipment and supplies for the school (toner, staples, paper, stamps and certified letters, letterhead, tardy slips, checks)   | Check,<br>Cash,<br>Money<br>Order paid to school or Pay School online services/<br>Due by October 1.   |
| Vocational Fees                 | \$15          | This fee is for all Vocational Agriculture students including: Carpentry, Construction Tech, Ag I and Ag II. Fees are used as follows: funding for hands on classroom building and team building activities, labs, and shop project supplies as needed. | Check,<br>Cash,<br>Money<br>Order paid to school or Pay School online services/<br>Due by October 1 for Fall Classes.<br>Due by Feb. 1 for Spring Classes. |
| Family and Consumer Science Fee | \$15          | The fees will be used to buy classroom materials such as food ingredients, fabric, thread, etc.   | Check,<br>Cash,<br>Money<br>Order paid to school or Pay School online services/  |

|                  |      |   |   |
|------------------|------|---|---|
|                  |      |   | Due by October 1 for Fall Classes.<br>Due by Feb. 1 for Spring Classes.   |
| Science Lab Fees | \$10 | The fees are used to buy animals to dissect, random lab supplies ( DNA Extraction, Osmosis, chemicals for biomolecule testing, chemicals for chemistry, microscope slides, etc), and also classroom supplies such as tape & glue. | Check, Cash, Money Order paid to school or Pay School online services/<br>Due by October 1 for Fall Classes.<br>Due by Feb. 1 for Spring Classes. |
| Technology Fee   | \$25 | The fees are to be used to purchase replacement parts and/or services for two Chromebook repairs per fee.   | Cash, check, money order paid to the school. Due when Chromebook is issued to the student.  |