

STUDENT FEES, FINES AND CHARGES

The St. James 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

One hundred percent (100%) of a fee otherwise due shall be waived upon the written application by the student's parent or guardian to the principal and upon the parent providing a copy of the parent's or guardian's most recent state or federal income tax return which evidences that the student's household falls below the federal poverty level as promulgated by the US Department of Health and Human Services. Fifty percent (50%) of the fee shall be waived upon documentation that the household falls below the level of twice the poverty level. Otherwise, fees shall be collected as provided in this policy.

A waiver application shall identify the fee for which waiver is sought and must include the required documentation. A waiver application shall not be accepted if filed more than one calendar week following of the day the fee was due to be paid. Such application may be in any written form, including email. The principal shall notify the parent or guardian either in writing, or verbally, by phone or in person, upon the determination being made, and shall document the date of such notice. Such notice shall include notice of the right and process for appeal.

The Superintendent, or his/her designee, shall notify each principal in the school system of the federal poverty guidelines applicable to that school year, prior to the first day of school each school year. A copy of the current federal poverty guidelines shall be published yearly in conjunction the *Schedule of Fees*.

Appeal

In the event that a principal denies a waiver, a parent or guardian may appeal to the Superintendent, or his/her designee. Such written appeal shall be made to the Superintendent, or his/her designee, not more than one calendar week after notice of the denial. The Superintendent, or his/her designee, shall review the documentation provided by the parent or guardian and the applicable poverty level information and may only reverse the decision of the principal upon finding that the principal failed to apply the economic waiver criterion properly. The Superintendent, or his/her designee shall notify the parent or guardian either in writing, or verbally, by phone or in person, upon the determination being made, and shall document the date of such notice.

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: October, 2001
Revised: August, 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.

APPENDIX A*
SCHEDULE OF FEES – Grades Pre-K - 6

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Junior Beta Club – New Member	\$20.00	National Dues, T-Shirt & Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order
Junior Beta Club – Returning Member	\$30.00	National Dues & Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order
4-H	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order
Music Recorders	\$3.00	Purchase Music Recorders for Band Students	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order
School Supplies	Not to Exceed \$75.00	Purchase school supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order

APPENDIX A
SCHEDULE OF FEES – Grades 7 - 8

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Band – New Member	\$200.00	Cost of Band Shirt, Wind Suit/Warm Up, Extra Staff, Uniform Cleaning & Band Short	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Band – Returning Member (Items purchased as needed)	\$20 \$70 \$50 \$30 \$10	Band Shirt Wind Suit/Warm Up Extra Staff Uniform Cleaning Band Short	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
4-H	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Gamers Guild	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Junior Beta Club – New Member	\$45.00	National Dues & Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks

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Junior Beta Club – Returning Member	\$30.00	National Dues & Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Quest for Success	\$2.00	Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks

APPENDIX A
SCHEDULE OF FEES – Grades 9 – 12

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Ag-Science I	\$15.00	Purchase Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Ag-Science II	\$15.00	Purchase Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Ag-Science III	\$15.00	Purchase Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Art I	\$15.00	Purchase Art Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Art II	\$20.00	Purchase Art Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Art III	\$25.00	Purchase Art Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Art IV	\$25.00	Purchase Art Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Art Club	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Band – New Member	\$200.00	Cost of Band Shirt,	Collection at School Site

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		Wind Suit/Warm Up, Extra Staff, Uniform Cleaning & Band Short	<i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Band – Returning Member	\$20 \$70 \$50 \$30 \$10	Band Shirt Wind Suit/Warm Up Extra Staff Uniform Cleaning Band Short	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Baking & Pastry	\$25.00	Baking Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Chemistry Lab Fee	\$5.00	Lab Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Child Development	\$5.00	Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Food & Nutrition	\$5.00	Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
4-H	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Gamers Guild	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
JROTC – New Member	\$20.00	Cost of Shirt & Military Ball Ticket	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
JROTC – Returning Member	\$5.00	Military Ball Ticket	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Junior Class Fees	\$100.00	Covers cost of Prom and student activities	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Library Club	\$5.00	Dues	Collection at School Site

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			<i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Multi-Cultural Club	\$5.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Senior Beta Club – New Member	\$40.00	National Dues & Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Senior Beta Club – Returning Member	\$25.00	Team Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Senior Class Fee	\$100.00	Covers cost of graduation expenses, Senior Field Trip, Crawfish Boil, Class Nigh and Picnic	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Student Fee (Grades 9 – 10)	\$10.00	Covers student activities	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Social Club	\$2.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Spanish I	\$5.00	Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Spanish II	\$5.00	Supplies	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Theater Club	\$10.00	Dues	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks

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**APPENDIX A
SCHEDULE OF FEES – DISTRICT WIDE FEES**

Purpose of Fee	Amount	Use of Fee	Collection Method
Dual Enrollment – Online Classes Only	\$200.00	Covers partial cost of class	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Technology Fee – Grades 7 – 12	\$50.00	Covers partial cost of 1 to 1 Electronic Device	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Technology Damage Claim Fee	\$40.00	Covers the repair/replacement of Electronic Device	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Technology Security Case Replacement	\$100.00	Covers the cost of replacement of the Security Case for Electronic Device	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks
Technology Charger Replacement	\$40.00	Covers the cost of replacement of the Charger for the Electronic Device	Collection at School Site <i>via</i> Cash and/or Check and/or Money Order and/or School Bucks

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