

STUDENT FEES, FINES AND CHARGES

The Concordia 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, which shall include the following:

- Family or student is homeless.
- One or both parents receive unemployment benefits.
- Parent is incarcerated.
- One or both parents are active or retired military.
- Student has been emancipated.
- Multiple student fees due within the same household.
- Single parent household.
- Student qualifies for free or reduced meals at school.
- Family receives Medicaid.
- Family receives SNAP (Supplemental Nutrition Assistance Program).
- Foster children in the household.
- Family receives SSI.
- Family receives TANF (Temporary Assistance for Needy Families).

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 by October 1 or within ten (10) days if submitted after October 1. 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 ten (10) 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. The maximum school fee shall be included on the *Student Fee Schedule*.

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.

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 or technology 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: November 7, 2017
Revised: November 14, 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, 11-7-17, 11-14-19.

Appendix A – Concordia Parish School Board Schedule of Fees

Purpose of Fee	Amount Not to Exceed	Use of Fee	Collection Method
Student Fee (Pre K-12)	\$5	Instructional Materials Classroom/Art Supplies Copies/paper Copier Supplies/ Expenses Student Incentives Various student needs	Due at beginning of school; can be on payment plan if needed. Students/Parent pays teacher or the school office.
Dual Enrollment	FREE – unless student drops course; \$100 to be refunded to CPSB.	To pay for on-line class through a Louisiana University.	Due at beginning of school; can be on payment plan if needed. Students/Parent pays teacher or the school office.
School Supplies for Students (List is approved by school principal.)	Not to exceed a certain amount. Set by CPSB.	Student materials (binders, paper, notebooks, pens, pencils, pencil bag, colors, markers, calculators, folders, etc.)	Due at beginning of school; school helps provide if needed.
Physical Education Uniforms (grades 6-12)	\$10 - \$20	Student PE uniform	Beginning of year
Field Trips	Cost of trip	Event costs and bus fees	Due in advance of field trip
(Optional Participation) School or Spirit Wear	Cost of item (s) \$10 - \$15	Purchase of school wear or spirit wear	Various deadlines
(Optional Participation) Jean Day Pass	\$1	Charity donations Rewards for students	Due by date of jean opportunity
(Optional Purchase) Yearbook	Cost of school yearbook (up to \$55)	Pays for yearbook and shipping costs	Predetermined date
(Optional purchases) Concessions items such as drinks and snacks	Serves as fundraiser for school	Student needs, student incentives, classroom materials	Vending machines or over the counter purchases
(Required for Student Drivers) Parking Pass	\$5	Registration and insurance, repaint parking as needed	Due at beginning of school if student drives to school

Band	\$100	Band accessories; gloves, T-shirt, shoes, uniforms, etc.	Due at the beginning of the year.
(Optional Participation) Club Dues	\$5--\$20	Club dues; state dues as portion, national dues as portion, club activities, member needs, club materials, discretionary funds	Due in order to join as a member; various deadlines
Lost or Damaged books or technology	Cost of replacement	Replace damaged property	Due by end of school year

Concordia Parish School Board – Student Fee Hardship Waiver

This hardship waiver may be completed by a parent or student and submitted to the school administrator for situations in which the parent is unable to pay a portion or all of the student fee. This information will remain confidential.

(Please Print)		
Student Name _____	Grade _____	School _____
Address _____	City _____	Zip Code _____
Parent Name _____	Phone Number _____	

Select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Family or student is homeless. | <input type="checkbox"/> One or both parents receive unemployment benefits. |
| <input type="checkbox"/> Parent is incarcerated. | <input type="checkbox"/> One or both parents are active or retired military. |
| <input type="checkbox"/> Student has been emancipated. | <input type="checkbox"/> Multiple student fees due within the same household. |
| <input type="checkbox"/> Single parent household. | <input type="checkbox"/> Student qualifies for free or reduced meals at school. |
| <input type="checkbox"/> Family receives Medicaid. | <input type="checkbox"/> Family receives SNAP (Supplemental Nutrition Assistance Program). * |
| <input type="checkbox"/> Foster children in the household. | <input type="checkbox"/> Family receives TANF (Temporary Assistance for Needy Families). * |
| <input type="checkbox"/> Family receives SSI. | |

*Proof must be attached to this form.

Please explain financial or economic hardship:

Parent Signature: _____ Date _____

Submit this waiver to the school administrator. Parents will be notified by the school administrator of decision to waive all, portion, or none of the school fees.

Principal Signature: _____ **Date:** _____

Principal Decision: _____

- Parents may appeal this decision to the Concordia Parish School Board.
- Please call (318) 336-4226 to schedule an appointment and receive details for appeal.