

STUDENT FEES, FINES AND CHARGES

The Natchitoches 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 access 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 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 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 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: August, 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**

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Materials and Technology maintenance	\$100	NSUM - supplies	Student Registration
Orchestra 5 th -8 th	\$10	Magnet – Supplies	Cash or check paid to school
Band 5 th -8 th	\$10	Magnet – Supplies	Cash or check paid to school
Art 5 th -8 th	\$10	Magnet – Supplies	Cash or check paid to school
Senior Dues	\$50	Natchitoches Parish Technical and Career Center – Rental of venue for graduation, Senior Dinner ticket, Prom ticket.	Pay to the office.
Student I.D. (permanent)	\$10	Natchitoches Parish Technical and Career Center- Pays for I.D., machine materials, lanyards, etc.	Pay to the office.
Student I.D. (temporary)	\$1.00/per day	Natchitoches Parish Technical and Career Center- Pays for I.D., machine materials, lanyards, etc.	Pay to the office.
Supply/Technology Fee	\$100	NSU E LAB – supplies	Student Registration
ID Fee	\$5	Lakeview HS charge for student ID	Student Registration
Lock Rental Fee	\$5	Lakeview HS charge for locker rental	Student Registration
Parking Permit Fee	\$15	Lakeview HS charge for parking	Student Registration
Student ID Fee	\$5/each	NJH-FRJS charge for student IDs	Cash or money order paid at registration or when student needs ID

Temporary Student IDs	\$1/each	NJH-FRJS charge for temporary student IDs	Cash at the time of purchasing the temporary ID before school starts.
Science Fee	\$5/yr.	NJH-FRJS to buy materials for Science experiments.	Cash or Money Order at student registration or during the first week of school.
PE Uniforms	\$20/yr.	NJH-FRJS to pay for students PE shirt and shorts.	Cash or Money Order at student registration or at the beginning of the school year.
Replace Damaged Library Books or Anchor Texts	Price of book replacement.	NJH-FRJS to replace damaged or lost library books or anchor texts checked out by the student.	Cash or Money Order to be paid at time of damage and/or student withdrawal.

SCHEDULE OF FEES

PURPOSE OF FEE	AMOUNT	USE OF FEE At NCHS	COLLECTION METHOD
Art I & II: to support visual art curriculum	\$15	To provide necessary Art materials for Art I & II	Financial Log Form: Cash or Check collection; turned into bookkeeper
Art III & IV: Art supplies for Art projects	\$25	Canvases, higher-quality paint, pencils, etc.	Financial Log Form: Cash or Check collection; turned into bookkeeper
Fine Arts Survey	\$5	To sustain/support Fine Arts Survey curriculum in purchasing materials	Financial Log Form: Cash or Check collection; turned into bookkeeper
Band (curricular & co-curricular)	\$150/yr.	Covers a wide variety of expenses that helps to cover band class expenses + other band experiences	Financial Log Form: Cash or Check collection; turned into bookkeeper
Boys PE	\$20	Covers cost for PE	Financial Log Form: Cash

		uniform shirt and shorts from Posey's	or Check collection; turned into bookkeeper
Girls PE	\$20	Covers cost for PE uniform shirt and shorts from Posey's	Financial Log Form: Cash or Check collection; turned into bookkeeper
Library Fees	\$0.05	Library book late fees per book, per day	Financial Log Form: Cash or Check collection; turned into bookkeeper
Library Fees	Full value	Textbook fees for lost or damaged books	Financial Log Form: Cash or Check collection; turned into bookkeeper
Library Fees	\$1	Replace damaged or lost barcodes	Financial Log Form: Cash or Check collection; turned into bookkeeper
FACS (Family & Consumer Sciences)	\$20	Lab fees to cover sewing labs and 3-4 cooking labs, as well as art supplies.	Financial Log Form: Cash or Check collection; turned into bookkeeper
Food/Nutrition; Advanced Food/Nutrition	\$20	Lab fees to cover 8-10 cooking labs	Financial Log Form: Cash or Check collection; turned into bookkeeper
Biology: Hands-on experiences	\$5	Swab kits, gummy bear labs, DNA strawberry extraction	Financial Log Form: Cash or Check collection; turned into bookkeeper
Environmental Science	\$5	Purchase scientific data collection equipment-GLOBE school	Financial Log Form: Cash or Check collection; turned into bookkeeper
Physical Science	\$5	Lab supplies, equipment, and consumables for science demonstrations and labs	Financial Log Form: Cash or Check collection; turned into bookkeeper
Chemistry	\$5	Chemicals, equipment, teacher demonstration kits	Financial Log Form: Cash or Check collection; turned into bookkeeper
Physics	\$15	Lab equipment; lab demonstration kits	Financial Log Form: Cash or Check collection; turned into bookkeeper
Forensic Science	\$35	Purchase Equipment & consumable supplies for demonstrations and	Financial Log Form: Cash or Check collection; turned into bookkeeper

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ID Cards	\$5	Replacement of Lost IDs	Financial Log Form: Cash or Check collection; turned into bookkeeper
Temporary IDs	\$1	Temporaries printed on sticky label.	Financial Log Form: Cash or Check collection; turned into bookkeeper
ID clips	\$0.25	Replacement of Lost or Broken ID Clips	Financial Log Form: Cash or Check collection; turned into bookkeeper
Parking Passes	\$15	Licensed student drivers—covers cost of parking tag/privilege (Optional)	Financial Log Form: Cash or Check collection; turned into bookkeeper
Lockers	\$10	Covers the cost of lock and locker upkeep—provided by the school (Optional)	Financial Log Form: Cash or Check collection; turned into bookkeeper