

STUDENT FEES, FINES AND CHARGES

The Zachary Community 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 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 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: October 3, 2017
Revised: October 1, 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, 10-14-04, 10-3-17, 10-1-19.

**APPENDIX A
SCHEDULE OF FEES
ZACHARY COMMUNITY SCHOOL DISTRICT**

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
ZACHARY EARLY LEARNING CENTER		Pre Kindergarten	
PreK Registration Fee	\$50.00	Classroom supplies Field trip t-shirt Nap Mats	Collected at time of registration. Cash, Check or Money Order.
NORTHWESTERN ELEMENTARY SCHOOL		Kindergarten	
NES Supply Fee	\$53.00	Classroom Supplies	Collected at the beginning of the school year. Cash, Check, or Money Order
NES Field Trip T-Shirt Fee	\$7.00	Student/Classroom ID - field trips	Collected at the beginning of the school year. Cash, Check, or Money Order
NES Fall Events Fee	\$30.00	Field Trips/Events For Fall	Collected at the beginning of the school year. Cash, Check, or Money Order
NES Spring Events Fee	\$25.00	Field Trips/Events For Spring	Collected at the beginning of the second semester. Cash, Check, or Money Order
ROLLINS PLACE ELEMENTARY SCHOOL		Grades 1-2	
School Supply Fee	\$65.00	Classroom Supplies	Collected at the beginning of the school year. Cash, check, money order

ZACHARY ELEMENTARY SCHOOL		Grades 3-4	
Student Supply Fee	\$30.00	Classroom Supplies	Collected at the beginning of the school year. Cash, check, or money order.
COPPERMILL ELEMENTARY SCHOOL		Grades 5-6	
Student Supply Fee	\$20.00	Student ID, planner, experiment supplies, student supplies	Collected at the beginning of the school year. Cash, check or money order.
Honor Choir Fee	\$15.00	LA-ACDA fees. All fees are paid to LA-ACDA for audition fees.	Collected at the beginning of the school year. Cash, check or money order.
Band Fee	\$45.00	Method book, valve oil, slide grease, slide cream, reeds, mouthpiece caps, mouthpieces, swabs, polishing cloths, sheet music, other music supplies, band t-shirt (uniform for concerts)	Collected at the beginning of the school year. Cash, check or money order.
Orchestra Fee	\$45.00	Method book, sheet music, rosin, wiping cloth, music folder, extra stings, other music supplies, orchestra t-shirt (uniform for concerts)	Collected at the beginning of the school year. Cash, check or money order.

NORTHWESTERN MIDDLE SCHOOL		Grades 7-8	
STUDENT SUPPLY FEE	\$35.00	Classroom Educational Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ID FEE	\$5.00	ID card, ID case & Lanyard	Collected at the beginning of school year. Cash, Check or Money Order.
ART FEE	\$3.00	Art supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ADVANCED DRAMA FEE	\$20.00	Playscript supplies	Collected at the beginning of school year. Cash, Check or Money Order.
7 th GRADE DRAMA FEE	\$10.00	Playscript supplies	Collected at the beginning of school year. Cash, Check or Money Order.
FRENCH FEE	\$3.00	French workbook and supplies	Collected at the beginning of school year. Cash, Check or Money Order.
SPANISH FEE	\$3.00	Spanish workbook and supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ROBOTICS FEE	\$3.00	Classroom supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ASTRONOMY FEE	\$3.00	Classroom supplies	Collected at the beginning of school year. Cash, Check or Money Order.
CHOIR FEE	\$30.00	Music sheets and supplies	Collected at the beginning of school year. Cash, Check or Money Order.
BAND FEE	\$30.00	Music sheets and supplies	Collected at the beginning of school year. Cash, Check

			or Money Order.
P. E. FEE	\$20.00	P.E. uniform and locker	Collected at the beginning of school year. Cash, Check or Money Order.
ZACHARY HIGH SCHOOL		Grades 9-12	
STUDENT SUPPLY FEE	\$25	Science, English, Social Studies, Math and Library materials and consumable supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ROTC	\$23	2 Physical Training shirt and short	Collected at the beginning of school year. Cash, Check or Money Order.
ROTC	\$15	2 nd Semester Military Ball	Collected at the beginning of second semester. Cash, Check or Money Order.
P.E.	\$12	P.E. Shirt and Short (Add'l cost for larger sizes)	Collected at the beginning of school year. Cash, Check or Money Order.
AG II, III, & AG LEADERSHIP	\$20	FFA State Conv. & National Fees	Collected at the beginning of school year. Cash, Check or Money Order.
PUBLICATIONS I & II	\$20	Yearbook workshop, supplies	Collected at the beginning of school year. Cash, Check or Money Order
JOURNALISM	\$35	Microphones, lights, tripods, SD cards, and supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ART II	\$25	Art Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
ART III: PAINTING & DRAWING 1	\$35	Art Supplies	Collected at the beginning of school

			year. Cash, Check or Money Order.
ART IV: PAINTING II	\$40	Art Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
STUDIO ART 2D AP	\$40	Art Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
DIGITAL PHOTOGRAPHY/DIGITAL VIDEO	\$10	Printing for competitions and galleries	Collected at the beginning of school year. Cash, Check or Money Order.
PRINCIPLES OF 3D VISUAL DESIGN	\$35	Supplies	Collected at beginning of school year. Cash, Check or Money Order.
CERAMICS/SCULPTURE I, II	\$35	Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
TALENTED ART I, II	\$35	Art Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
TALENTED ART III, IV	\$40	Art Supplies	Collected at the beginning of school year. Cash, Check or Money Order.
INTERMEDIATE CHOIR SINGER ADV. CHOIR BRONCO BEAT	\$60	Uniform cleaning, alteration and rental fee, music, fest. Costs, tshirt	Collected at the beginning of school year. Cash, Check or Money Order.
ADV BAND SYMPHONIC WIND ENSEMBLE JAZZ ENSEMBLE PERCUSSION I, II	\$150	Competition costs, instrument repair, music, awards, t-shirts, accessories	Collected at the beginning of school year. Cash, Check or Money Order.
THEATRE II, III, IV	\$50	Labor & materials for custom-made costumes	Collected at the beginning of school year. Cash, Check or Money Order.