

STUDENT FEES, FINES AND CHARGES

The Sabine 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.

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.

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 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.

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: November 13, 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; Board minutes, 11-13-17.

Sabine Parish School Board

SARA P. EBARB, EdD
SUPERINTENDENT

695 PETERSON STREET * P.O. BOX 1079
MANY, LOUISIANA 71449
PHONE (318) 256-9228 * FAX (318)256-0105

Kindergarten Supply List

- 1 box of 8 crayons (Crayola brand preferred)
- 3 boxes of 24 crayons (Crayola brand preferred)
- 1 pair of blunt scissors
- 1 pack of washable markers
- 3 ring zipper pouch
- 2 pink (or chunky) erasers
- 4 pack 12 count pencils (No. 2 Dixon or Ticonderoga Pencils Preferred)
- 6 large glue sticks
- 1 pkg. (4 count) black dry erase markers
- 1 pkg. (4 count) colored dry erase markers
- 1 pkg. Manilla folders
- 1 pkg. colored construction paper
- 4 heavy duty plastic folders (2 pockets & prongs)
- 2 primary journals (wide rule)
- Pencil box
- Backpack
- Plain Headphones (personal use)

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1st Grade Supply List

- 4 pks of 24 count crayons (Crayola brand preferred)
- 1 pair of blunt scissors
- 4 one subject notebooks
- 2 pkg widerule loose leaf paper
- 2 pink (or chunky) erasers
- 4 pack 12 count pencils (No. 2 Dixon or Ticonderoga Pencils Preferred)
- 1 pkg pencil top erasers
- 4 large glue sticks
- 2 pkg. (4 count) black dry erase markers
- 1 one inch binder (with pocket front)
- 4 black/white composition notebooks (wide ruled)
- 1 pkg. colored construction paper
- 4 heavy duty plastic folers (2 pockets & prongs)
- Pencil pouch
- Storage Box
- Backpack (optional)
- Plain Headphones (personal use)

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2nd Grade Supply List

- 4- one subject spiral bound notebooks
- 4- plastic folders (w/ pockets & prongs)
- 1- pkg wide rule notebook paper
- 1- pkg assorted colors construction paper
- 1- pencil box
- 1- pencil pouch
- 1- pair of blunt scissors
- 2- 24 count box of crayons (Crayola preferred)
- 1- pkg colored pencils
- 1- pkg washable markers
- 3- boxes (12 count) Dixon or Ticonderoga pencils
- 1- pkg of highlighters
- 2- jumbo glue sticks
- 1- pkg dry erase markers
- 1- set of personal (plain) headphones/earbuds
- 1- pkg pink/chunky erasers
- 1- pkg pencil top erasers
- 1- 2 inch binder
- Backpack (optional)

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Grades 3rd – 5th Supply List

- 3- boxes (12 count) Dixon or Ticonderoga pencils
- 1- Box 24 count crayons, no mechanical (Crayola brand preferred)
- 1 pair of scissors
- 1 pkg of glue sticks
- 1 pencil pouch
- 1 pkg washable markers
- 1 pkg (4 count) black dry erase markers
- 1 pkg multi-colored highlighters
- 4- 1 inch 3 ring binders
- 1 pair of head phones/earbuds (plain, personal use)
- 4 packs of loose-leaf paper (wide rule)
- 4- 1 subject spiral bound composition books
- 4 plastic folders (w/pockets & prongs)
- 1 pack colored pencils
- 2 pkg sticky notes
- 2 pkgs 3x5 index cards
- Backpack (optional)

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Grades 6th – 8th Supply List

4- 2 inch three ring binders

4- 1 subject notebooks

#2 pencils

Colored pencils

Markers

Looseleaf paper

Multi-colored Highlighters

Pencil pouch

4 plastic folders with pockets & prongs

Colored pens

1 set of headphones/earbuds (personal use)

1 pkg of sticky notes

1 pkg of dry erase markers

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High School Supply List

Composition Notebooks (1 per class as needed)

2 inch binder

Tab dividers

Loose-leaf paper

Pens/Pencils

Multi-colored highlighters

Colored Pencils

1 set of headphones/earbuds (personal use)

1 pkg of sticky notes

Backpack (optional)

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UNPAID FEE COLLECTION PROCEDURE

1. A school administrator or class/club sponsor shall notify a parent in writing before any adverse action or denial of opportunity to a student due to an unpaid fee.
2. The notification shall state the description of the fee, the dollar amount, fee usage, and payment method of collection of the delinquent fee.
3. The notification shall state the original deadline of the fee and give at least 5 school days from the date of the notice for the delinquent fee to be paid prior to any adverse action or denial of opportunity to a student due to an unpaid fee.
4. The notification shall describe the economic hardship waiver process and a blank economic hardship waiver included with the letter of notification.

ECONOMIC HARDSHIP WAIVER PROCEDURE

1. The economic hardship waiver shall be posted on each school website and printed copies of the waiver available at each school office.
2. A student or his/her parent or legal guardian may choose to complete the economic hardship waiver. All completed fee waivers shall include proof of eligibility.
3. Waivers shall be submitted to the school principal. Usage of a sealed envelope is not required but highly recommended.
4. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request.
5. Should the initial request to the principal be denied at the school level, 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.

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ECONOMIC HARDSHIP WAIVER

Date: _____

Student's Name: _____

School: _____ Grade: _____

Fee(s) for which Economic Hardship Waiver requested: _____

Eligibility Considerations (Please circle and provide documentation as applicable):

Unemployment benefits

Temporary Assistance for Needy Families (TANF)

Supplemental Nutrition Assistance Program (SNAP)

Supplemental Security Income (SSI)

Medicaid

Foster families caring for children in foster care

Family or child is homeless

Active military service (or within the previous year)

Emancipated minor

Other: _____

I certify that the above information is accurate to the best of my knowledge.

Signature of person requesting hardship: _____

Principal Decision: Approved Denied

Signature of Principal: _____ Date Decision Rendered: _____

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