

Board Policy Document

STUDENT PERSONNEL

Series 500

Policy Title: Student Fees/Fines/Rentals

Code Number: AR505.11

A. Textbook Fees/Rentals

1. All students will be assessed a book use/instructional materials fee. The fee schedule is listed below:

Grade K-5	\$20.00
Grade 6	\$25.00
Grade 7-8	\$30.00
Grade 9-12	\$35.00

Elementary schools will retain \$2.00 at the building level and middle schools will retain \$6.00 at the building level. High schools, with the exception of the Central Campus, will retain \$4.00 for each freshman and sophomore and \$2.00 for each junior and senior at the building level. Central Campus will retain \$10.00 and will also charge a \$25.00 book deposit that will be returned to the student when the books are returned.

2. Some departments will still need to assess students for resale items such as practice sets in businesses courses, take-home workbooks in foreign language, and materials used for projects in industrial arts classes. Beginning with the 1995-1996 school year, if a course requires the purchase of resale items, a statement will be added to the course description in the course guide to indicate that requirement.
3. All schools in the District should require students to cover all student textbooks. Covers are available from many sources and

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those sources can be shared with all building principals. Students could use other materials to cover books if covers are not available. Many schools are currently using paper grocery sacks.

4. The District should not sell books in current use to students but should instead provide information that would enable students to make private purchase.
5. Students who lose library books should pay replacement cost for those books which would include the cost plus shipping.
6. The fine schedule for lost or severely damaged textbooks should be as follows:

Year 1 and 2	Full replacement cost
Year 3	Three-fourths replacement cost
After the third year	One-half replacement cost
7. Building principals shall define hardship cases in their buildings and forward the names of the students to the Business Office so that assistance can be sought through community resources.
8. A standard process for collecting fees should be established District-wide and this process should contain steps to be taken when fees are not paid. If the fees have not been paid within three weeks after enrolling, a letter shall be sent urging the parent/guardian to send payment or contact the school to make arrangements to pay. A second letter shall be sent if payment is not made or scheduled to be paid within three weeks of the first notice. If payment is not made within three weeks of the second letter, a third and final notice shall be sent. Principals shall maintain an updated list of those not making payment. This list should be sent to the Business Office at the end of the second, third, and fourth quarters so that names can be submitted to small claims court.

B. Traffic Education

1. The summer fee for traffic education was set at \$300.00 by Board action on April 9, 1996. The cost of each year's summer traffic

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education course shall be set based upon the actual cost of the previous year's program.

The school year fee is set at \$100.00

2. If the demand for school year slots exceeds the capacity, students should be selected by birth date (oldest first).

C. Participation Fee for Athletics Programs

1. Students involved in athletics will pay a participation fee of \$30.00 each year for the first sport in which they participate, and can participate in as many sports as they desire during that school year without paying an additional participation fee.
2. The fee will be split so that \$20.00 is used to offset District expenses and \$10.00 is used to assist with individual school expenses.
3. In the case of stand-alone metro teams, the school will retain \$15.00 and the District will receive \$15.00.
4. Building principals shall define hardship cases in their buildings and forward the names of the students to the Business Office so that assistance can be sought through community resources.

D. Late Registration and Schedule Change

1. A late registration fee of \$5.00 is recommended for high school students who register late unless they are students who are new to the District after registration takes place. This fee will be collected and retained by the individual school.
2. A schedule change fee of \$3.00 will be charged for students who request schedule changes after the third week of each semester. This fee will be collected and retained by the individual school. These requests are subject to counselor approval.

E. Student Fee Waiver Guidelines

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Household Size	Household Yearly	Income Monthly	Table	
			Biweekly	Weekly
1	\$ 9,711.00	\$ 810.00	\$ 374.00	\$187.00
2	\$13,039.00	\$1,087.00	\$ 502.00	\$251.00
3	\$16,367.00	\$1,364.00	\$ 630.00	\$315.00
4	\$19,695.00	\$1,642.00	\$ 758.00	\$379.00
5	\$23,023.00	\$1,919.00	\$ 886.00	\$443.00
6	\$26,351.00	\$2,196.00	\$1,014.00	\$507.00
7	\$29,679.00	\$2,474.00	\$1,142.00	\$571.00
8	\$33,007.00	\$2,751.00	\$1,270.00	\$635.00

For Each Additional Family Member Add:	\$3,328.00	\$278.00	\$139.00	\$64.00
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Check the household size and compare income to table value.

If the actual household income is less than or equal to the appropriate table value, the student fee is waived.

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Request for Fee Assistance

APPLICANTS MUST APPLY EVERY YEAR

To apply for fee assistance for your child(ren), please complete this application form and return it to your child's school. You must complete this for each school your children attend. If you have more than one child in a particular school, you may list all the children in that school on one application form.

NAME OF CHILD <i>(last, first)</i>	SCHOOL	GRADE

Please list the names of the persons living in the household and record gross monthly income before deductions for taxes, social security, etc, of each wage earner in the household. You are requested to send information or documents that substantiate your household income.

NAME <i>(last, first)</i>	MONTHLY INCOME

TOTAL MONTHLY INCOME _____

Print name of Parent/Guardian	Signature of Parent/Guardian	
Home Address		
Date Signed	Home Phone	Work Phone

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	FOR SCHOOL USE ONLY
Comments:		
Date:	Principal Signature:	