

Lawrence USD#497

Board of Education

July 24, 2017

Board Policy JS – Student Fees and Charges
GAP - Guide to Administrative Procedures



JS Student Fees and Charges

GAP, General Administrative Procedures, is to provide information and guidance in the following areas:

- ✓ Types of Fees and Charges assessed to students
- ✓ System for Accounting and Disposing of fees and charges
- ✓ Classification of Students exempt from fees and charges along with which fees
- ✓ Lost Property Designated list and charge
- ✓ Collections Process and Definitions

The full proposed GAP document supporting JS Student Fees and Charges is included with the enclosure and when approved will be posted and shared.



Lost Property – JS Policy

“ Except where designated otherwise by the board or superintendent, principals shall attempt to collect from students or their parents the replacement value of school property lost, damaged, or destroyed by student.....”

In general, until last school year any lost or damaged property has been invoiced to the student or parent at its replacement value. i.e. Library books, textbooks, uniforms, etc.

With the 1:1 initiative at the middle schools last year, the “except where designated otherwise” was added to the policy but there was not anything in writing to help designate exceptions making it difficult for consistent and equitable implementation of the policy.

This GAP document includes a chart providing guidance to staff, parents and students as to what the charges will be if school property is lost, damaged or destroyed.

The biggest change in the designated list of charges for lost property is the inclusion of district purchased technology checked out to students, similar to textbooks and library books.

LOST AND/OR DAMAGED PROPERTY – Designated List and Charge

(a) Lost or Intentional Damage

– charge will be assessed based on building administration’s determination that damage or loss was intentional

(b) Move from District and purposefully do not return item

– charge will be assessed based on building administration’s determination that the items were purposefully not returned.

Item Description	Replacement Value	Quantity	Cost to IT Department
Lightning Cord	\$ 10.00	1008	\$ 10,080
Brick	\$ 10.00	986	\$ 9,860
iPad Air 2 Case	\$ 29.00	59	\$ 1,711
Green Bag	\$ -	3	\$ -
iPad Air 2	\$ 498.00	27	\$ 13,446
External Keyboard	\$ 50.00	1	\$ 50
Library 11" MacBook Air w/Charger	\$ 900.00	1	\$ 900
Kajeet SmartSpot 800	\$ 99.00	25	\$ 2,475
Kajeet Case	\$ 10.00	27	\$ 270
Kajeet USB Charger "brick"	\$ 5.00	72	\$ 360
Kajeet USB Cable	\$ 5.00	70	\$ 350
			\$ 39,502
Information represents Middle Schools and High School (pilot)			
Apple Care: iPad Repairs	\$ 49.00	108	\$ 5,292
Total Cost IT Department			\$ 44,794

Note: This does not reflect loss, damage, replacement items schools paid for directly and IT was not notified.

Description	Amount	Ele K-5	Middle School	High School	Virtual
Accessories, charger, etc. – iPads	\$5.00	Yes	Yes	Yes	Yes
Accessories, charger, etc. – MacBook	\$10.00	Yes	Yes	Yes	Yes
Calculators	No Charge	No	No	No	No
Cameras	Replacement Value	Yes	Yes	Yes	Yes
Concert attire / Choir robes	Replacement Value	N/A	Yes	Yes	N/A
Computers – Dell	\$600-\$1,101	N/A	N/A	N/A	Yes
(a) Computers – MacBook	\$75.00	Yes	Yes	Yes	N/A
(b) Computers – MacBook	Replacement Value	Yes	Yes	Yes	N/A
Elevator key	\$25.00	No	No	Yes	No
Headphones	\$5.00	Yes	Yes	Yes	Yes
Instrument repair	Lesser of Repair or 10% of Instrument Value	Yes	Yes	Yes	Yes
(a) Instrument replacement	10% of Instrument Value	Yes	Yes	Yes	Yes
(b) Instrument replacement	Replacement Value	Yes	Yes	Yes	Yes
(a) iPads	\$40.00	Yes	Yes	Yes	Yes
(b) iPads	Replacement Value	Yes	Yes	Yes	Yes
(a) Kajeets (hot spot)	\$10.00	N/A	Yes	Yes	Yes
(b) Kajeets (hot spot)	Replacement Value	N/A	Yes	Yes	Yes
Keyboards	\$5.00	Yes	Yes	Yes	Yes
(a) Kindle; E-readers	\$10.00	Yes	Yes	Yes	Yes
(b) Kindle; E-readers	Replacement	Yes	Yes	Yes	Yes
Library books	Replacement Value	Yes	Yes	Yes	Yes
Locks	\$6.00	N/A	NA	Yes	NA
Speakers	Replacement Value	No	No	No	Yes
Supplies, Band/Music	Replacement Value	N/A	Yes	Yes	Yes
Uniforms, Band (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	N/A	Yes	Yes
Uniforms, Cheerleading (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	Yes	Yes	Yes
Uniforms, Athletics (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	Yes	Yes	Yes
Textbooks	Replacement Value	N/A	Yes	Yes	Yes
Webcams	Replacement Value	N/A	N/A	N/A	Yes

Questions and Motion



Motion

“I move the Board of Education approve the adoption of the referenced GAP provision effective July 24, 2017.”