

# LAWRENCE UNIFIED SCHOOL DISTRICT #497

## General Administrative Procedures (GAP)

### STUDENT FEES AND CHARGES (JS – policy)

The Board of Education will approve a schedule of enrollment fees, meal charges, and other fees or charges. The superintendent shall distribute that schedule to all principals.

- The Board of Education approves a schedule of enrollment fees, meal charges, and other fees or charges at its July Organizational Meeting. The list of fees approved is not inclusive of all assessed charges, such as lost property or direct purchases made by a student.

### TYPES OF FEES AND CHARGES

#### Meal Charges

- See Procedures for unpaid meal charges

#### Student Fees

- Fees assessed to students include, but are not limited to, courses, books, materials, technology, transportation, athletics, activities, activity tickets, lost property, yearbooks, special projects, cap and gown (graduation), instrument maintenance, special trips, fund-raising products, etc.

### SYSTEM FOR ACCOUNTING AND DISPOSING OF FEES AND CHARGES

#### Timeline and Process

- Fee Assessment Timeline
  - ✓ Books, Material and Technology and Activity Trip/Transportation Fees are assessed in July
  - ✓ Course Fees are assessed by semester in September and January
  - ✓ Participation and Co-Curricular Fees are assessed at time of sport or activity
  - ✓ Activity Tickets are assessed to students participating in athletics or activities; this is an optional fee for other students allowing them gate entry into most athletic and activity events. Do we need to define? Or is that at a more detailed level?
  - ✓ Lost Property is assessed at time of loss. If returned, the charge is removed.
  - ✓ Yearbook and other types of charges are assessed as they are incurred and/or when payment is made.
- Invoicing
  - ✓ Invoices are mailed from the district business office on a monthly basis for accounts with a balance due.
- Payments
  - ✓ Payment are made at the building with the school Administrative Assistant or Bookkeeper; at the district Business Office; online through E-Funds; or through Skyward which has a link to the E-Funds payment portal.
  - ✓ Payments are recorded in Skyward's Fee Management system, reconciled with bank deposits, and recorded in accounting system.
- Waiver Eligibility
  - ✓ Student fees eligible for waiver are based on free or reduced-price lunch status and a waiver of confidentiality form being on file in the Food Service department. These fees include:
    - Books, Material, Technology Fee (BMT Fee)
    - Activity Trip/Transportation Fee
    - Participation Fee
    - Co-Curricular Fee
    - Instrument Maintenance/Rental Fee
    - Course Fee
    - Activity Ticket
    - Cap and Gown (graduation fees)
  - ✓ A hardship waiver form is offered to families if they want to request a waiver on fees that are not waived based on free or reduced price lunch status. This application is reviewed by a committee at the District Office.

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**CLASSIFICATION OF STUDENTS EXEMPT FROM FEE OR CHARGE**

Student Type	Waiver if	Waiver of Confidentiality Required	Fees Waived	Fees and Charges Not Waived –include but not limited to
<b>Student</b>	Approved for Free or Reduced Lunch status  Or  Hardship waiver, application required (A)	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Food Stamps</b>	Directly Certified by state or written application	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Group Homes</b> O'Connell Youth Ranch, The Shelter, The Villages, Footprints  CTran or Project Search Students  Juvenile Detention Center	Waived based on living at Group Home address.   List from special education department, or Registrars at the High School  Waived based on JDC school location	NO	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Foster Children</b>	Free and Reduced Application Form or Direct Certification  If family contacts Business Office and provides court proof of foster child, fees are automatically waived.	YES  NO	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>

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<b>Homeless</b>	Free and Reduced Application Form or Direct Certification	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
	Identified as Homeless through Title I Programming or School Administrative Notification	NO		
<b>Exchange Students</b> Short Term – Less than a Semester (includes Paraguay)  Visa-Semester or Year Long Students	Free and Reduced Application Form or Direct Certification	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
	If Registrar at HS gives us a list of the foreign exchange students in their building	NO		
	Welcome Center	NO		
<b>Diploma Completion GED Adult Programs</b>	Scholarships Available	NO	N/A	<ul style="list-style-type: none"> <li>• Testing Charge</li> </ul>
<b>Part Time Students</b>	Follow Categories Above  Partial Fee/charge based time enrolled			

(A) A hardship waiver can be submitted on any category of student, fee or charge.

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**LOST AND/OR DAMAGED PROPERTY – Designated List and Charge**

<b>Description</b>	<b>Amount</b>	<b>Ele K-5</b>	<b>Middle School</b>	<b>High School</b>	<b>Virtual</b>
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

- (a) Lost or Intentional Damage – charge will be assessed based on building administration’s determination
- (b) Move from District and purposefully do not return item – charge will be assessed based on building administration’s determination.

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**COLLECTIONS**

**DEFINITIONS**

Bad Debt

Fees and payments due to the school district that are delinquent for an extended period of time as outlined in accounts receivable and collection section and in procedure for unpaid meal charges. Bad debt is sent to a collection agency for continued collections.

Delinquent

Fees and other charges due to the school district that are past due. Also see procedure for unpaid meal charges.

Write Off

Bad Debt for student accounts of \$10 or less will be written off and not sent to Silo Recovery (collection agency) for further collections. Also see procedure for unpaid meal charges

**PROCESS**

Active Students

All unpaid fees at the end of the school year, May 31, are considered bad debt and are sent to Silo Recovery (collection agency). This is done for all students.

Lost property must be returned to the building Administrative Assistant or the bookkeeper at the school the property belongs to or to the district Business Office. Lost property cannot be returned to Silo Recovery (collection agency). An insert is included with the May statement notifying parents of this process.

If lost property is returned, schools will notify the Business Office and Business Office staff will notify Silo Recovery (collection agency) to discontinue collection of the related property.

Inactive Students

All unpaid fees, including lost property, for a student that has been inactive for 90 days are sent to Silo Recovery (collection agency) as bad debt.

Meal Charges

When asked by Food Services, the Business Office will send lunch accounts that have moved from delinquent to bad debt to Silo Recovery for collections. Also see procedure for unpaid meal charges.