

Mary McLeod Bethune Elementary Charter School
Student Fee and School Supplies Policy

This policy governs the assessment, collection, and use of required curricular and co-curricular fees charged to students, their parents or their legal guardians, as well as the request for school supplies.

For this policy:

1. "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.
2. A "curricular or co-curricular activity" is any activity that is relevant, supportive, and an integral part of the program of studies in which the student is enrolled, and that is under the supervision and/or coordination of the school instructional staff. Co-curricular activities normally supplement the curricular program but do not include other school-related activities, such as proms and dances, entrance fees to after-school activities, school rings, class trips, and items purchased through third-party vendors.
3. "School supplies" are those items that teachers may request, but not require, of students to purchase or provide that are beneficial to the students directly, more so than general school or classroom supplies.
4. The preferred method of fee payment shall be in cash and or money order for which the collector of a fee shall give a receipt to the student, parent, or guardian who shall remit the payment to the Director of Operations.
5. Payment is to be at or before the beginning of the activity for which a fee is assessed or requested unless other arrangements have been made or requested.
6. The assessment of a curricular or co-curricular fee not authorized by this policy is prohibited.

Below is a list of all such required fees that may be assessed and collected, including the purpose, use, and the amount or the authorized range for each:

Any required fee may be payable later or in installments, reduced or waived for economically disadvantaged students and students whose families are experiencing economic hardship and cannot pay them timely, fully, or at all. Eligibility for delayed payment, or for reduced, or waived fees includes, but is not limited to, those families receiving unemployment benefits or public assistance (including Temporary Assistance for Needy Families-TANF, Supplemental Nutrition Assistance Program - SNAP, Supplemental Security Income - SSI or Medicaid), workers' compensation benefits, foster families caring for children in foster care, families that are homeless, families where the student's parent(s) or legal guardian(s) are serving in, or within the previous year has served in, active military service, or the student is an emancipated minor.

Any student, parent, or guardian seeking a delayed or reduced fee payment or a fee waiver should submit on or before the beginning of the covered activity, his/her written request for such relief to the Business Manager for resolution. Any student denied an economic hardship request and wishes to appeal the denial should submit to the School Principal within seven (7) school days of denial a written appeal, containing the reason(s) why the economic hardship waiver, delay, or reduction should be granted.

The School Principal will respond to the appeal in writing within seven (7) school days of receipt of the written appeal.

All records associated with a fee waiver, delay, or reduction request due to economic hardship shall not be considered public records, but may be audited to ensure compliance with this policy. A student's personally identifiable information with such a waiver shall not be made public.

The failure to pay any required fee shall not result in the withholding of a student's educational record. School supplies requested by classroom teachers of a student's parent or guardian shall not exceed the published amount per student per school year, as determined by the Board of Directors. The school principal shall approve all school supplies requested by classroom teachers. Before establishing a fee for school supplies or developing a school supply list, the school principal should consider 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 school supplies.

Source: La. R.S. 17:177; 17:178