

# Legacy of Excellence, Inc.

Benjamin Franklin Elementary  
Mathematics and Science 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 requesting of school supplies.

For the purposes of 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.
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 for which the collector of a fee shall give a receipt to the student, parent, or guardian and who shall remit the payment to **Benjamin Franklin Elementary Mathematics and Science School.**
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: [*Examples follow.*]

1. **Field Trip Fees - \$20.00 - \$25.00.** Helps defray the costs of real-world experiences used to reinforce and enhance skills learned in the classroom; and to ensure the safety of students while attending field trips, to be collected by the classroom teacher and the office staff.
2. **Technology Fees – \$7.50.** Helps defray the costs of technology supplies used during class, to be collected by the classroom teacher and the office staff.

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Any required fee may be payable later or in installments, may be reduced or may be waived for economically disadvantaged students and students whose families are experiencing economic hardship and are unable to 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 Student Services ([studentservices@loenola.us](mailto:studentservices@loenola.us)) for resolution. Any student who is denied an economic hardship request and wishes to appeal the denial should submit to the School Principal within seven (7) school days of denial by 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 constitute a public record 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 this Board of Directors. The school principal shall approve all school supplies requested by classroom teachers. Prior to establishing a fee for school supplies or developing a school supply list, the school principal shall 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

LDE "Guidance on Student Fees" – August 2017