

FRIENDS OF KING SCHOOL DISTRICT

FREE SCHOOL GUARANTEE & FEE POLICY

Friends of King School District Free School Guarantee & Fee Policy guarantees free school, including education, meals, and transportation for all students attending any of their district schools. This guarantee ensures that students enrolling into the district shall not be required to pay any fee, deposit, or other charge not specifically authorized by law. It safeguards that the enrollment of any student assigned to a F.O.K.S District school will not be obstructed or denied due to a student's or student's parents' or guardians' financial inability to pay school fees associated with either the schools, classes, programs or activities. As part of the guarantee, no education record of any student may be withheld or refused to be transferred, as the result of lack of payment of any fine, debt, or other outstanding obligation, pursuant to La. Rev. Stat. Ann. 14:112(C). This policy further assures that any fee deemed necessary by the LEA, hardship fee waiver information, and the appeals process will be communicated to families in the student/ parent handbook and publicized on the school and district websites. The Free School Guarantee & Fee Policy shall be reviewed annually, revised where necessary, and publicized.

FEES

A list of authorized fees, including their purpose, use, amount or authorized ranges, and how each fee is collected, shall be as listed on the **Schedule of Fees (Appendix A)** attached to this policy. Materials and resources provided with Louisiana state and local funds that are an essential part of the basic educational program are at no charge to a student, and will be used efficiently and effectively; however, some additional educational supplies, resources, or activities may be provided for free, rented for a reasonable fee, or sold at cost:

- ~ Furnishing of personal, consumable, or materials for a class project that a student will keep
- ~ Transportation and other identified items connected with courses of instruction, school related social, educational, cultural, athletic, or school band activities
- ~ Security deposits for the return of materials, supplies, or equipment
- ~ Replacement of school issued materials or items including lost, damaged, or overdue schoolbooks, library books, and technology equipment
- ~ Personal physical education and extracurricular activities, including band and athletic apparel and equipment that is used and becomes the property of the student
- ~ Voluntarily purchased publications, pictures, yearbooks, graduation announcements, graduation attire
- ~ Participation in before/after school activities including before and aftercare
- ~ Replacement of school issued documents
- ~ In some cases, online and/or optional courses offered for credit that requires use of facilities not available on district premises

- ~ Participation in field trips and excursions connected with courses of instruction, school related social, educational, cultural, athletic, or school band activities.
- ~ Participation in off-school premises activities including proms, dances, school sponsored events

ACCOUNTABILITY OF FEES

All fees collected by the school will be in the form of cash, money orders, or cashier's checks payable to the school. All students or family members should submit payments to the classroom teachers and/or sponsors to be receipted for monies received. All monies collected by the classroom teachers and/or sponsors will be recorded on a school's cash log and in a school issued receipt book. The monies along with the cash logs will be submitted to the school's office secretary or the designee assigned by the principal to be recorded and deposited into the appropriate account designated by the school's leader. Use for the collected funds will be determined and allocated by the school leader or designee.

ECONOMIC HARDSHIPS - STUDENT FEE REDUCTION AND WAIVERS

Families experiencing an economic hardship and unable to pay requested/required fees, may request a reduction or waiver of fees by providing proof of the outlined hardship criteria and along with a completed and signed **Student Fee Reduction Waiver Form (Appendix B)** available on school/district websites and school's front office. The school leader or his/her designee will review each hardship reduction or waiver request and provide a written decision to student, parent, or guardian within 10 school days. The school leader or his/her designee has the discretion to grant a waiver of one or more fees for a student that meets the financial eligibility requirements. The maximum length of any approved waiver shall be one year. All requests for economic hardship fee reduction waivers and any supporting documentation used in considering the validity of any request for a waiver shall be confidential. However, all records associated with a fee waiver or reduction request due to economic hardship shall not constitute a public record but may be audited to ensure compliance with Friends of King School District Free School and Fee Policy and the Louisiana state law. None of the student's personally identifiable information associated with a fee waiver or reduction request shall not be made public.

Economic hardship reductions or fee waivers can be considered if the student or the student's parent(s) or legal guardian(s) complete and sign a written student fee reduction/waiver request form and meet one of the following financial eligibility criteria: receiving unemployment benefits or public assistance including (TANF) Temporary Assistance for Needy Families, (SNAP) Supplemental Nutrition Assistance Program, (SSI) Supplemental Security Income, or Medicaid, for student in foster care, for student and/or parent(s) or legal guardian(s) that are homeless.

APPEALS PROCESS

Families dissatisfied with reduction or waiver decisions may file an appeal (**Appendix C**) with the district's CEO or his/her designee within 5 school days of the decision. The appeal should be written and signed by the student's parent(s) or legal guardian(s) and include a copy of proof of the outlined hardship criteria, the original completed reduction waiver hardship form, and the LEA's final decision.

SUPPLY LISTS BY GRADES

Pre-K – 8th Grades

Each school servicing Pre-K – 8th grades may ask for consumable, personal supplies from \$0 - \$60.00. No school or teacher shall ask for supplies that exceed this range amount. School supply lists will be distributed to parents/guardians and available in the school's office and on the website. Parents are welcome to purchase supplies from vendors of choice.

9th – 12th Grades

Each school servicing 9th – 12th may ask for consumable, personal supplies from \$0 - \$35.00 per subject. No school or teacher shall ask for supplies that exceed this range amount. School syllabus from each teacher with a list of needed supplies will be distributed to parents/guardians and available in the school's office and on the website. Parents are welcome to purchase supplies from vendors of choice.

APPENDIX A

SCHEDULE OF FEES

Purpose of Fees	Amount	Use of Fees	Collection Method
Pre-Kindergarten and Kindergarten (Early Childhood)	\$35.00	Purchase of graduation supplies, awards, perishable food items etc.	Classroom teacher will collect and put on collection log
8 th Grade	\$80.00	Purchase of graduation supplies, awards, perishable food items and supplies for projects etc.	Classroom teacher will collect and put on collection log
Pre-K- 8 th Grade	\$10.00 (optional) \$15.00 (required)	P.E Uniform PTO Dues, Science STEM Lab Supplies	Classroom teacher will collect and put on collection log
9 th – 12 th Grade	\$25.00 \$15.00	P.E Uniform PTO Dues, Science STEM lab supplies	Classroom teacher will collect and put on collection log
9 th Grade	\$100.00 (optional)	Freshmen apparel, field trip(s), activities, supplies, etc.	Classroom teacher/sponsor will collect and put on collection log
10 th Grade	\$100.00 (optional)	Sophomore apparel, field trip(s), activities, supplies, etc.	Classroom teacher/sponsor will collect and put on collection log
11 th Grade	\$150.00 (optional)	Junior apparel, field trip(s), activities, supplies, etc.	Classroom teacher/sponsor will collect and put on collection log
12 th Grade	\$350.00 (optional)	Purchase of graduation supplies, apparel, announcements yearbook etc.	Classroom teacher/sponsor will collect and put on collection log
Extracurricular Activities (band, cheer, dance, sports etc.)	TBA (optional)	Purchase of personal uniform/gear equipment and supplies	Sponsor will collect and put on collection log



Friends of King School District
Fee Waiver
Application

Appendix B

DATE: _____
SCHOOL YEAR: _____

Parent/Guardian Name	_____	Home Phone	_____
Relationship	_____	Work Phone	_____
Home Address	_____	School (Circle One)	MLK KHS JAC

Student Name	_____	ID #	Grade
Student Name	_____	ID #	Grade
Student Name	_____	ID #	Grade

I, the parent/guardian of the above listed student(s) hereby request that the The Friends of King School District waive, reduce or put on a payment plan the school fee(s) . I further state in support of this waiver request that the following is true and accurate as it applies to my household.

Please check all that apply. Attach copies of appropriate forms.

- | | |
|---|--|
| <input type="checkbox"/> Verification of Medicaid Eligibility | <input type="checkbox"/> Supplemental Security Income (SSI) |
| <input type="checkbox"/> Proof of Unemployment | <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) |
| <input type="checkbox"/> Miscellaneous Proof of Income | <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) |
| <input type="checkbox"/> Experiencing Homelessness | |
| <input type="checkbox"/> Verification of Foster Child Status | |

Names	List everyone in household	Relationship	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Please indicate what you are requesting:

☐ Waiver of Fee(s) ☐ Reduction of Fee(s) ☐ Payment plan

Special Circumstances/ Economic Hardship: My family has experienced a significant loss of income due to severe illness, injury to a member of the family or other. Please explain circumstance or loss attaching documentation, such as doctor's notes, accident report, etc.

Parents/Guardians are advised that supplying false information to obtain a fee waiver will result in a denial of such request.

Parent/Guardian Signature _____ Date _____

FOR SCHOOL USE ONLY

Application Completed Date _____ Gross Income Total _____
Prior Years Unpaid Fee Amounts _____
Approval ☐ Yes ☐ No Reason _____
School Official's Signature _____ ID # _____ Date _____



APPEAL OF DENIAL OF FEE WAIVER

To appeal the denial of your application for a fee waiver, complete this form and return it to:

Ms. Velta Simms
Interim Chief Executive Officer
Friends of King School District
1617 Caffin Avenue
New Orleans, Louisiana
504-940-2243
vsimms@mlknola.org

Please include additional supporting documentation outlining the reasons your Waiver of Fees should be reevaluated. The documentation can include letters, payroll history, unemployment documentation, tax forms, etc.

Name of Student: _____

ID # _____

School: _____

I, the undersigned parent/guardian of _____,
Name of Student

hereby appeal the school leader's denial of my request that The Friends of King School District waive the school fee(s) for the current school year, base on the data provided and the Louisiana Department of Education guidelines. I request that the Friends of King School District's Chief Executive Officer reconsider my fee waiver request.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Home address (Number, Street, City, State, Zip Code)

Date