

Attachment: Fee Management

Academy of Accelerated Learning, Inc.

Academy of Accelerated Learning

Security Deposit:

AAL may require a security deposit for the return of materials, supplies, or equipment, including technology equipment. If the item is not returned, the parent/guardian is responsible for paying the school the replacement cost of the item.

The deposit will be included in the cost so the parent/guardian will pay the difference between the total replacement cost and what was already deposited. If the item is returned but not in good working order, the parent/guardian is responsible for paying the repair cost. The cost will be taken out of the deposit. If the repair cost is less than the deposit, the difference will be returned. If it is more, the parent/guardian will need to pay the difference.

Fees:

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, may be required to furnish personal or consumable items and supplies including pencils, paper, pens, erasers, and notebooks and may be required to pay certain other fees or deposits if a student/family chooses certain items or activities, including, but not limited to:

- Lost or damaged library or textbook. If your child ruins or loses a book provided by the school, the same book has to be replaced. This fee will be the replacement or repair cost of the book when this is an option.
- Participation in childcare for early arrival and/or extended day care
- Late pickup of child after school is closed
- Participation in optional field-based lessons
- School uniforms as outlined in the uniform section below
- Participation in optional field lessons
- Purchase of personal apparel (e.g. monogram polo shirts with school logo)
- Purchase of end of year field day shirt. The purchase of the field day shirt becomes the property of the student. This purchase is optional and voluntary.

AAL does not make a profit on any of its required or optional fee items or services. All these fees charged at the school's cost or less, as applicable. Optional fees help AAL offer above and beyond activities and supplement the cost of the programs being offered. Voluntary clubs, organizations, field trips, uniforms, and other extracurricular activities do not make a profit. Any service or item with a fee must be paid before participation or receipt of the item.

For any required fee/cost, if a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the campus principal. As well, any required fee or deposit may be waived if the student and parent/guardian are unable to pay. A formal request must be made by completing the AAL financial assistance request form and turning this into the campus principal

who will review the request with the district business manager/CFO the family within 5 business days with a decision or to clarify the information which has been submitted.

AAL determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento); conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family; or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification.

Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school policy manual, and in the student handbook. [TEC Sec. 11.158 (f)].

Voluntary clubs or student organization

For extra-curricular clubs, organizations, and activities, any fee charged to participate is optional and voluntary. If your child does not opt into participation, there is no fee. If your child would like to participate and there is a fee required, this must be paid before the club or organization starts or monthly basis. Once a fee is paid and the student participates, the fee will not be refunded.

Cell phones, electronic, and non-electronic devices and items

All non-instructional items that are considered a distraction to the educational process may be confiscated and returned to the parent/ guardian upon payment of up to \$15 per incident, depending on your school. This includes cell phones and other electronic and non-electronic devices and items as determined by your campus principal. The school is not responsible for a missing or stolen item, cell phone, or electronic device. Any fines collected will go towards the school activity account for activities that directly benefit all students at the school.

Textbooks and other instructional items and materials

Textbooks and other AAL approved instructional materials are provided to students free of charge for each subject or class. As directed by the teacher, all books must be treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the grade level, course. A student who is issued a damaged item should immediately report the damage to the teacher. Any student failing to return an item or has returned an item damaged beyond reasonable use (e.g. cover ripped off, pages torn out, excessive water damage, etc.), can lose the right to free textbooks and technological equipment until the item is returned or the damage/ replacement is paid for by the parent/guardian. If this occurs, the student will be provided and have access to all necessary instructional textbooks, resources, and equipment for in school and required use. The purpose of this policy is to ensure students are responsible for AAL owned instructional materials. These materials must be returned in a condition which allows other students to obtain full learning value from the item. Normal item wear and tear (damage which still allows for full learning use), is not considered damaged beyond reasonable use. If an item is not returned, the parent/guardian, or family is responsible for paying the school the replacement cost of the item. If the item is returned but damaged beyond reasonable use, the parent/guardian is responsible for paying the repair or replacement cost.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and

upkeep of our facilities. To ensure that school facilities can serve those for whom they are intended, both this year and for years to come, littering, defacing, or damaging school property is not tolerated. Parents/guardians of students who vandalize AAL or AAL partner property will be required to pay for damages they cause, and students will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Uniforms

It is AAL's policy that all students wear the appropriate uniform per their grade level requirement. Families may purchase the monogram polo shirts from the school store. The school does not make a profit on the sale of shirts. **See AAL school uniform under School Supply list online under enrollment.**

If you choose not to purchase monogram uniform items, you may choose to:

- Provide your own uniform items if they meet the same specification and standard as established by the school (e.g., color, logo, style, type, embroidery, etc.).

If a family is experiencing a hardship and cannot pay, the family can work out other arrangements such as payment plans by contacting the campus principal. As well, a family in need can make a formal fee waiver request by completing the AAL financial assistance request form and turning this into the campus principal where he/ she will review the request with the district's business office and contact the family within 5 business days with a decision or to clarify the information which has been submitted.

AAL determines financial assistance due to hardship by having families provide documentation of their hardship. This may include documentation of homelessness (McKinney-Vento), conservatorship of the Department of Family and Protective Services or Child Protective Services; economic hardship caused by unforeseen circumstances beyond the student's control such as a family's job loss, health issues, or death in the family, or any other issues sufficient to establish a financial hardship. The request form allows a family to communicate their personal circumstance. All information provided is treated as confidential. Financial assistance is not just based on the free and reduced lunch program qualification. Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it.

This policy is posted in a central location in each school facility, in the school policy manual, and in the student code of conduct handbook. [TEC Sec. 11.158 (f)].

Classroom supplies

AAL provides all students with a prepackaged start up school supplies appropriate to grade level. The school may require supplies which may be purchased from local stores to furnish classroom items and supplies (e.g. glue sticks, markers, crayons, folders, Kleenex). **See AAL school supply list online under enrollment.**

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Per the Texas Education Code, a school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy is posted in a central location in each school facility, in the school policy manual, and in the student handbook. [TEC Sec. 11.158 (f)].

Late pick-up fee

If parents/guardians are more than 15 minutes late picking up their child, a \$5.00 fee may apply for each 15-minute block parents/guardians are late. The fee is assessed the first minute of each block and needs to be paid when picking up the child. Any fines collected will go towards the school activity account for activities that directly benefit all students at the school.

Optional local field lessons

All students have the opportunity to participate in local field lessons when they are offered by your school. Students must meet specific requirements as defined by your school such as grades, attendance, and behavior in order to be eligible for participation. If you would like your child to participate, a fee of up to \$5.00 per trip may be charged to help supplement the cost of transportation and depending on the type of trip, additional costs may be charged for items such as ticket admissions, meals, extended travel, etc. If your child does not go on the trip there is no cost. Field trip fees are collected as trips are announced and permission slips are sent home. If a family is experiencing a hardship and cannot pay, please contact the campus principal.

Optional end-of-year reward trip

Your child may have the opportunity to participate in an end-of-year trip. Each grade level trip(s) location and duration will vary. Students must exhibit hard work, have excellent attendance, good conduct, attendance in after school tutorials, and meet other criteria as defined by your school in order to participate. Your school will determine and communicate if your child has earned this optional trip.

During the year your school will host a parent/guardian information session(s) which you can attend to obtain more details and ask questions. The cost of the trip will vary depending on the type of trip, length of stay, location, and how much is fundraised by you and the school. The exact cost will be communicated in the parent/guardian information sessions. Some schools will have payment plans and payment milestones where partial payments must be made for your child to go on the trip. If a payment is missed, your child may not be able to go on the trip. Please contact your school to see if other payment arrangements can be made. The school does not make a profit on the trip.

If your child does not go on the trip and you have paid for some of the trip expenses, you can be reimbursed unless you have committed your child to go on the trip and the school has already paid for non-reimbursable items such as pre-paid airfare, hotel reservations, event tickets, etc. Schools will not reimburse parents/guardians for fees for which the school does not receive a reimbursement from the vendor. If a family has participated in all the fundraising activities the school has offered and is experiencing a hardship and cannot pay, please contact your campus principal to discuss other possible arrangements.

This policy shall be posted in a central location in each school facility, in the school policy manual, and in the Student Code of Conduct Handbook Education Code 11.158(b)-(c), (e)-(g).