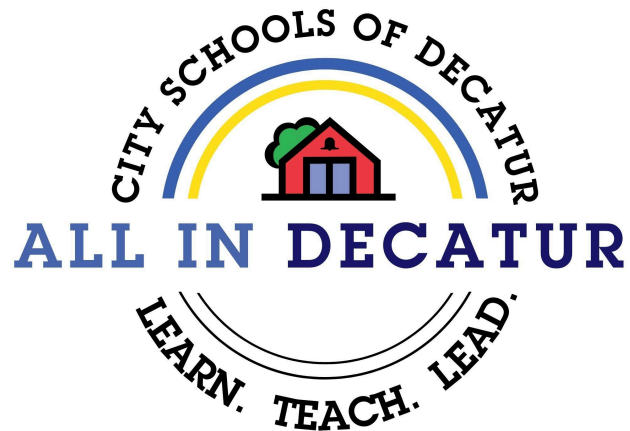


City Schools of Decatur



EXTRA AND CO-CURRICULAR STUDENT FINANCIAL ASSISTANCE GUIDELINES

2024-2025

FINANCIAL ASSISTANCE GUIDELINES

The purpose of this manual is to provide guidance to City Schools of Decatur staff regarding the provision of funds that assist with supporting students' overall academic, extra-, and co-curricular well-being.

I. Introduction

City Schools of Decatur is pleased to be able to provide funds to assist students who may need financial assistance in order to fully participate in academic, extra-, and co-curricular activities.

Financial assistance requests will vary, however, examples include fees for testing, field activities, summer school, mock trial, theatre production, athletic uniforms, etc.

II. Eligibility

- A. Students seeking assistance must currently be enrolled in the City Schools of Decatur.
- B. Students/Families of students may be *courtesy tuition* students but not tuition-paying students.
- C. Students/Families of students must be experiencing a [hardship](#) or other circumstance affecting their ability to meet basic needs.
- D. Students/Families must indicate a specific academic or extracurricular activity need.
- E. Students/Families must submit a [Financial Assistance Request Form](#) confirmed by their school principal.

III. Assistance Parameters

Assistance funds are primarily intended to support students' academic, extra-, and co-curricular needs. Funds may be used for the following:

- Sports such as but not limited to:
 - Football
 - Flag Football
 - Basketball
 - Baseball
 - Wrestling
 - Swimming

- Golf
 - Cheerleading
 - Track
 - Cross Country
 - Softball
 - Soccer
 - Tennis
 - Lacrosse
- Extracurricular Activities such as but not limited to:
- Debate
 - Band
 - Math Team
 - Mock Trial
 - Model UN
 - Science Olympiad
 - Theatre Production
 - Prom
 - Close Up Trips
- Academic Endeavors such as but not limited to:
- GAVS Course Tuition
 - SAT/ACT Testing

Funds may not be used for the following needs – however, assistance with the following may be available through schools, organizations like Communities in Schools, or through DEF’s *Lighten the Load Program*. If interested, please see a school counselor.

- Eyeglasses
- Emergency Housing Assistance (McKinney Vento)
- Food or Essentials Support
- Clothing and other personal Items
- Transportation Support (except field activity support)
- IB Testing
- Miscellaneous items

VI. Financial Assistance Procedures

Students and/or families can share that they are facing insecurities or immediate financial needs, that affect a student's ability to take part in an academic or extracurricular activity, by contacting the school principal.

After receiving notice, the school principal will share a link to the *Student Financial Assistance Request Form*. Once the form is submitted, it will be received and evaluated by the Office of the Deputy Superintendent in partnership with the school principal who will assess the request using a tiered approach that considers the level of assistance requested. During the evaluation period, one or both parties may contact the student or family for further information regarding specific needs and circumstances.

After following the steps above, final decisions regarding financial assistance will be communicated to students/families by the school principal.

Staff who support the distribution of funds or decisions may need to be made aware of the need, but will only be so on a need-to-know basis and the information will be treated with discretion and confidentiality.

VII. Financial Assistance Tiers

A tiered approach to financial assistance ensures the assistance of a larger number of students with varying levels of financial need while still providing substantial support to those who need it most.

Applicants will be asked to identify their specific Assistance Tier when submitting the initial application. Tiers are as follows.

Assistance Tiers

1. Full Assistance

- i. **Coverage:** 100% of the total cost of an item or activity.
- ii. **Eligibility:** Provided for students with full financial need.

2. Partial Assistance (High)

- i. **Coverage:** Covers 75% of the total cost of an item or activity.
- ii. **Eligibility:** Provided for students with significant financial need but who are able to contribute 25% of the total cost of the item or activity for which they are requesting assistance.

3. Partial Assistance (Medium)

- i. **Coverage:** Covers 50% of the total cost of an item or activity.
- ii. **Eligibility:** Provided for students with moderate financial need but who are able to contribute 50% of the total cost of the item or activity for which they are requesting assistance.

4. Partial Assistance (Low)

- i. **Coverage:** Covers 25% of the total cost of an item or activity
- ii. **Eligibility:** Provided for students with some financial need but who are able to contribute a larger portion (75%) of the total cost of the item or activity for which they are requesting assistance

EXAMPLE of Assistance Tiers

Trip Cost	Scholarship Awarded	Family Contribution
\$2,045	100% FULL \$2,045	\$0
\$2,045	75% Partial (High 75%) \$1,533.75	\$511.25
\$2,045	50% Partial (Medium 50%) \$1,022.50	\$1,022.50
\$2,045	25% Partial (Low - 25%) \$511.25	\$1,533.75

VIII. Communication Regarding Assistance

It is important that all families have the ability to request funds if needed. Principals will inform staff and require that *any* extracurricular activity includes the following information on any parental consent form. If a consent form is not required, the language should be included in any information documents that are shared with students or families.

“CSD wants every student to have a rich educational experience. If you/your family are in need of financial assistance to engage in [name activity here], please reach out to [principal’s name] at [e-mail].”

IX. District Contacts

Those seeking more information about financial assistance should first contact their school principal.

District contact: dr. mari ann banks, mbanks@csdecatur.net

❖ 404.371.3601 ext. 1029