

Book	Policy Manual
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6152 - STUDENT FEES, FINES, AND CHARGES

~~Choose Option #1 or #2~~

~~{ } [Option #1]~~

~~The Governing Board will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may, however, need to levy certain charges to students to facilitate the utilization of other appropriate learning materials used in the course of instruction. If the Educational Service Center determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. Any such waiver of these charges shall be made in accordance with Policy 6152.01.~~

~~A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Treasurer with an accurate accounting of all transactions.~~

~~{ } [END OF OPTION #1]~~

~~{ } [Option #2]~~

The Governing Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may charge fees for any additional materials used in the course of instruction. The Board may furnish these additional materials free of charge to students determined to have a serious financial need.~~The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and Center sponsored trips. Any waiver of fees shall be made pursuant to Policy 6152.01.~~

The Board will not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act and the Child Nutrition Act of 1966 for any materials needed to enable the student to participate in a course of instruction. However, the Board may nonetheless charge a fee for materials needed for a student to participate in an extracurricular activity or student enrichment program.

~~or tolls, equipment, and materials that are necessary for workforce readiness career technical education training program that may be retained by the students after completion of the course.)~~
~~{ } School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment.~~

Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the Center from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the Center.

A. "School fees" include, but are not limited to, the following:

1. ☒ all charges for required workbooks and instructional materials
2. ☒ all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)

3. ☒ charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. ~~☐ charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs~~
5. ~~☐ charges to participate in extra-curricular activities~~
6. ☒ charges for supplies required for a particular class or for gym uniforms
7. ~~☐ graduation fees~~
8. ~~☐ school records fees~~
9. ~~☐ school health service fees~~
10. ~~☐ driver's education fee assessed pursuant to Ohio Revised Code~~

B. "School fees" do not include:

1. ☒ library fines and other charges made for the loss, misuse, or destruction of school property;
2. ☒ charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
3. ☒ charges for optional travel undertaken by a school club or group of students outside of school hours;
4. ☒ charges for admission to school dances, athletic events, or other social events;
5. ☒ optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Treasurer with an accurate accounting of all transactions.

~~A charge shall not exceed the combined cost of the outside service provided or material used, freight and/or handling charges. Money received from resale of such material, if any, shall be returned to the Treasurer with an accurate accounting of all transactions.~~

~~{END OF OPTIONS}~~

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

~~Choose Option #1 or #2~~

~~[X] {Option #1}~~

Any fees, fines, and/or other charges collected by members of the staff shall be turned in to the Treasurer within one (1) business day after collection.

~~[] {Option #2}~~

~~Any fees, fines, and/or other charges collected by members of the staff that total more than \$1,000.00 or that cannot be safeguarded shall be turned in to the Treasurer within one (1) business day after collection. Any fees, fines, and/or charges collected by members of the staff that total less than \$1,000.00 and that can be safeguarded shall be turned in to the Treasurer within three (3) business days after collection. A place such as the building safe or a locked file cabinet () shall be designated in each building () shall be used for securing these monies until they are deposited with the Treasurer. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.~~

~~{END OF OPTIONS}~~

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection. Under no circumstances will the Board withhold the grades, credits, official transcripts, diploma, IEPs, or Section 504 Plans of a student for nonpayment of fees for materials used in the course of instruction, if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child, or if the student has been adjudicated an abused, neglected, or dependent child. Further, the Board will transfer immediately the grades, credits, official transcripts, IEPs, or Section 504 Plans of a student upon the receipt of either another center's or school's request for those records pursuant to R.C. 3313.672, or a juvenile judge's order under R.C. 2151.272. The Superintendent may request a copy of any order regarding a child's custody or placement issued pursuant to a complaint filed under R.C. 2151.27. The Board, however, will not withhold records required to be transferred pursuant to this paragraph pending receipt of a copy of the order.

~~For convenience to families, the Board of Education may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.[-]~~

Annually, the County will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

R.C. 2151.272, 333.642, 9.38

National School Lunch Act, 60 Stat. 230 (1946), 42 U.S.C. 1751 (as amended)

Child Nutrition Act of 1966, 80 Stat. 885, 42 U.S.C. 1771

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Legal

R.C. 2151.272, 3313.642, 9.38

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