

Book	Policy Manual
Section	Issue 3 of 2023 September READY FOR OSBA
Title	Student Fees, Fines and Charges
Code	JN
Status	

~~This is the OSBA sample policy.**~~**

Student Fees, Fines and Charges

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

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

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The District may withhold a student's school records, except as provided in State law, if there is \$2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five school days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

(Permissive language—customize to reflect collection process.)

Collection Process

- ~~1. The principal will advise parents of fees due at the beginning of the school year.~~

2. ~~The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.~~
3. ~~A payment schedule may be arranged at the building level with full payment to be received by June 15.~~

Legal References

National School Lunch Act; 42 USC 1751
Child Nutrition Act of 1966; 42 USC 1771
ORC 3313.642
ORC 3319.324
ORC 3329.06

Cross References

EF / EFB, Food Services Management/Free and Reduced-Price Food
IGCB, Innovative Education Programs
IGCD (Also LEB), Educational Options

NOTE: Under the Ohio Revised Code, districts may charge free lunch eligible students fees under two exceptions:

1. for any materials needed to enable the student to fully participate in extracurricular activities or any pupil enrichment program that is not part of a course of instruction and
2. for any tools, equipment and materials necessary for workforce-readiness training with a career-technical education program that, to the extent the tools, equipment and materials are not consumed, may be retained by the student upon course completion.

These two exceptions do not require districts to charge such fees; they simply give them the permission to charge the fees if they so choose.

THIS IS A REQUIRED POLICY

Legal

[National School Lunch Act; 42 USC 1751](#)
[Child Nutrition Act of 1966; 42 USC 1771](#)
[ORC 3313.642](#)
[ORC 3319.324](#)
[ORC 3329.06](#)