



Department: Finance
Policy Number: BUS-A003
Effective Date: 9/07/04, Rev. A

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

STUDENT FEES, FINES AND CHARGES POLICY

Prior to the beginning of the school year student fees are approved for the upcoming school year by the Director of Schools/designee. Additional fees may be approved during the year as needed (examples of student fees are supplies for art, music, science, workbooks, related arts, band, field trips, cosmetology and computer materials).

At the beginning of the school year, principals are responsible for providing students and their parents or guardians written notice of required student fees and the process for fee waiver for students who receive free or reduced price lunches. No fee will be charged as a condition to attend school and school fees will be waived for students who are actively participating in the free or reduced meals program.

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

Textbooks are available free to students. Parents will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number is recorded by the teacher issuing it. The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the books. Damage fines will be based on the wear beyond that normally expected for one year. Fines may be assessed for overdue, damaged, or lost library books.

In accordance with T.C.A. 49-1-302 (a) (14), grades, report cards, diploma or transcript of a student who is responsible for damage or theft or who has otherwise incurred a debt to a school will be held until debt is paid in full. Please note student medical or special education records will not be retained, nor does the withholding of any student records apply to unpaid fees.

Implementing Procedures [CHN-P001](#) Free & Reduced Meals
[TCH-P015](#) Collection of Debts

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/10/04		Initial Release
9/07/04	A	List example of fees, change second paragraph to read "students who are actively participating in"

***** End of Policy *****