



Book	Policy Manual
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Title	STUDENT FEES, FINES, AND CHARGES
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### 6152 - **STUDENT FEES, FINES, AND CHARGES**

The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. **As set forth in Board Policy 6152.01 (Waiver of School Fees), the Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program.**

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 Finance Department with an accurate accounting of all transactions.

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 may be subject to appropriate fines.

Any fees, fines, and/or other charges collected by members of the staff that total more than \$100 or that cannot be safeguarded shall be turned in to the school secretary within one (1) business day after collection. Any fees, fines, and/or charges collected by members of the staff that total less than \$100 and that can be safeguarded shall be turned in to the school secretary within three (3) business days after collection. A place such as the building safe or a locked file cabinet shall be used for securing these monies until they are deposited into the appropriate account. 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.

#### STUDENT FEES, RENTALS, SALES

##### A. Assessment Prohibited

No school shall assess any fee or charge in connection with any class or other activity which is a part of the regular course of instruction unless such fee or charge is approved by the Board. Students may be assessed for breakage or damage resulting from misuse or abuse and for lost and damaged textbooks.

##### B. Prohibition

No school or school employee shall purchase commercial services or goods for the school or its student on a commission basis except that parent-teacher groups shall be permitted to arrange with the management of theaters, skating rinks, swimming pools, and similar entertainment enterprises to sponsor parties of their own members or the school's patrons on a commission basis.

##### C. Educational Opportunities

No student shall be denied any educational opportunity because of his/her inability to pay any fee or charge imposed.

#### D. Solicitation

No person shall sell or offer for sale within the school or offices of the Board or on the school grounds any articles or services to employees or students or to solicit such contributions from such persons except under a plan approved by the Superintendent.

#### E. Usage Charges and Rentals

The charges and rentals for such items as band instruments, uniforms, towels, locks, and materials for class projects that are to be taken home upon completion, and student activity fees shall be set by the Superintendent.

#### F. Sale of Merchandise to Students

Stationery supplies, protective clothing, or similar items may be offered for sale or rent through a school bookstore as a convenience to students. If the operation of a school bookstore seems inadvisable, other appropriate arrangements may be made for the sale or rental of these items.

##### 1. Required Items

Workbooks, protective clothing, and other items which a student is required to have and which are not offered for sale at any other convenient place, shall be priced at not to exceed cost, including transportation, plus a markup of ten percent (10%).

##### 2. Use of Funds from Sales and Rentals

Monies derived from such sales or rentals as are authorized by this section, shall be internal funds and may be used to finance student activities or for other purposes benefiting the students of the school.

#### G. Ticket Prices - Athletic Events

Prices charged for athletic contests shall be consistent among schools within the District. Ticket prices applicable to middle, junior, and senior high school athletic events shall be set by the Superintendent.

#### H. Adult/Community Education Student Fees

##### 1. FTE Supported Courses

A student who is nonexempt ~~as specified in F.S. 239.117~~ shall be assessed an enrollment fee in accordance with Florida statutes and as annually established by the Board **unless the student is eligible for a fee exemption as specified in F.S. 1009.25.**

##### 2. Fee Supported Courses

An annual enrollment fee schedule shall be established and approved by the Board.

#### I. Foreign Students Fee

A fee covering the annual unsubsidized per capita educational cost shall be paid by each foreign student with F-1 immigration status or any foreign student who is otherwise required to reimburse the Board in accordance with the Immigration and Nationality Act. Payment of the fee shall be made annually in advance of the foreign student's enrollment and one-half of such fee may be refunded if the student's actual attendance is one (1) semester or less. The annual fee shall be determined annually by the Director of Finance.

#### J. Fees Charged to Public

##### 1. Authority for Temporary Uses of Nonschool Board Facilities

The Superintendent is delegated the authority to execute agreements for the temporary use of facilities owned and/or operated by outside agencies for the purpose of the school's use. The expense for using such facilities shall be provided from the school's internal funds and shall not incur an expense to the Board. These agreements shall be insurable within the limits of the Board's current insurance coverages and shall otherwise adhere to other provisions of existing Board policies. These agreements shall be presented to the Board for ratification at their next regularly scheduled meeting.

##### 2. Fees for Copying Records and Materials

The Superintendent is authorized to establish fees to be charged to the public for copying student records and other written Board material. Different fees, when appropriate, may be charged for different records to meet applicable Federal and State rules and/or to meet the cost of providing the service.

### **Students Experiencing Homelessness - McKinney-Vento Act**

**No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.**

**Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.**

Effective 4/9/14

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F.S. 1001.43