

BOARD PROCEDURE**Descriptive Code: JS****STUDENT FEES, FINES, AND CHARGES:****Date: January 12, 2009**

Each school shall maintain an inventory list for the instruments that are school-owned and available for student use. An accounting of each instrument shall be completed at the end of each semester. Each school shall also maintain and follow an inventory distribution procedure which ensures that the instruments are equitably provided to students.

Safety items required for classes shall be provided by the school. Items may include safety glasses, welding gloves and aprons, lab coats, coveralls, facemasks, and individual dust filter masks. Students may choose to purchase their own safety items.

Students may be required to provide a uniform for gym classes so long as the uniform is defined as appropriate dress for the class. Appropriate dress shall be defined as shorts, shirt with sleeves, socks, and shoes with safety soles. The school will not specify a uniform or color or style. Schools may have available school uniforms for sale if students wish to purchase them. No student will be penalized for not wearing a school uniform if the dress is appropriate for the class.

Students will not be assessed fees for items basic to the courses in which they are enrolled. Voluntary contributions may be accepted if no specified amount is requested. The contribution should be collected through the principal's office and a receipt issued for the contribution.

All textbooks, library books, and/or materials issued to the student must be returned in good/useable condition to the issuing teacher or school at the conclusion of, or withdrawal from, the course(s). All fines/fees must be cleared in order for the student to exempt exam(s) or to receive his/her report card, diploma, or certificate.

ADOPTED: 1/12/88**REVISED: 8/7/00, 12/17/08****REFERENCE: CCBOE Policy IHAA****Columbia County Board of Education**

**COLUMBIA COUNTY SCHOOL SYSTEM
SCHOOL-ASSIGNED INSTRUCTIONAL MATERIALS AND
EQUIPMENT/UNIFORM AGREEMENT**

- 1) Instructional materials are only issued/checked out to current students of the Columbia County School System.
- 2) All textbooks are to be covered with a paper, non-adhesive book cover or “book sock.”
- 3) Students are to protect all instructional materials from damage.
- 4) Students are asked not to write, underline or highlight in textbooks, including novels checked out for classes. (Use sticky notes.)
- 5) If school-assigned or checked out materials are lost or damaged in any way, student will pay all costs before new material/equipment/uniform is issued. Teacher of record will ensure that academic progress is not hindered; however, financial arrangements must be secured with school’s administration.
- 6) All materials issued to the student must be returned at the conclusion or withdrawal of a course. Textbook(s) must be in good, usable condition, with the barcode still attached to the book. All textbooks returned without a barcode will be considered “lost” and the full cost of the book will be charged to the student.
- 7) Pre-registration course requests will be placed “on-hold” until all items are returned and/or fines cleared. It is expected that all assigned textbooks, library books, and materials/items are to be returned and outstanding fines paid upon the conclusion of course(s) or withdrawal from/transfer to another course/school.
- 8) Report card, diploma, and/or certificate(s) may be withheld if the student owes a fine for overdue, lost, or damaged books or materials.
- 9) Fines for the repair or replacement of textbooks, library books, or materials are assessed for the period during which the items were assigned to the student. Damages for which fines will be assessed are noted in the Damage Assessment Description section below.
- 10) Students who have not cleared fines for lost or damaged textbooks, library books or instructional materials may not be allowed to exempt exams. In situations where a financial hardship exists, financial arrangements to clear fines or make restitution shall be made with the school’s administration before final approval for exam exemption is granted.

Damage Assessment Description

- 1) Missing/Damaged Barcode – **\$5.00 up to full replacement cost of the book or item**
- 2) Dirty, due to non-coverage - \$3.00 up to replacement cost
- 3) Cover damage – marks, writing, scratches - \$3.00 to \$5.00
- 4) Cover damage – bent, torn - **\$10.00 up to full replacement cost**
- 5) Cover damage – missing – full replacement cost
- 6) Edge damage – marks or writing - \$3.00 to \$5.00
- 7) Unusable – stained, mildewed, burned, water damaged, missing page(s), general abuse – full replacement cost
- 8) Lost – full replacement cost
- 9) Lost & paid, found and returned usable – refund amount paid
- 10) Other – to be determined by school teacher/administration

Student’s Name: _____ **Date:** _____

School: _____