

## 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

### Student Fees

Prior to the beginning of the school year, student fees are approved for the upcoming school year by the School Board. Additional fees may be approved during the year as needed.

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.

### Sanctions/Fines for Damage, Destruction or Loss of School Property

Students who are found to be responsible for the destruction, damage, or loss of school property, including but not limited to buildings, school buses, books, equipment, computers, and records, will be held liable for the actual cost of replacing or repairing such materials or equipment and such cost will be considered a debt owed to the district.

Textbooks are available free to students. Parents/legal guardians 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 or destroyed 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.

Student debt totaling \$25 dollars or more will result in the withholding of report cards, diplomas and/or transcripts of a student who is found responsible for damage or theft or who has otherwise incurred a debt to a school, in accordance with T.C.A. §49-1-302 (a) (14) and State Board Rule 0520-01-03-.03(13), until the debt is paid in full. Please note that student medical records and records for a student on a 504 Plan or IEP will not be withheld pursuant to this policy. In addition, the withholding of student records pursuant to this policy does not apply to unpaid student fees.

Debt consists of unpaid fees (other than school fees), fines, damages, unpaid lunch charges etc. The District will pursue collection of debt through various types of notification based on the type of debt that has been incurred. Communication may be sent via phone calls, mailed notices, email notifications, invoices, and statements.

Any time after 90 days, the debt may be sent to a collection agency for assistance with collection. The debtor will be responsible for the debt, as well as any collection fees charged by the collection agency. Prior to referring an account to a collection agency, the District will make a reasonable effort to notify the account holder of the status of the account and impending collection action using the communication methods described above. Once the debt is sent to a collection agency, all payments of such debt must be made to the collection agency and cannot be paid directly to the District.

A student/student's parent who disputes the debt should contact the school principal. If disputing the withholding of records, parent may make a request in writing and it will be forwarded to the district's Chief Financial Officer or designee.

Implementing Procedures: [CHN-P001](#) Free & Reduced Meals  
[CHN-P005](#) Student and Adult Meal Charge Procedure  
[ACC-P009](#) Billing for Destroyed School Bus Property Procedure

Associated Documents: [CHN-A001](#) Child Nutrition Administrative Policy  
 T.C.A. §49-1-302(a)(14)  
 TBOE Regulation 0520-01-03-.03(13)  
 T.C.A. §37-10-101, et seq.  
[TCH-P025](#) Technology Equipment Damage/Loss Procedure  
 TCH-F024 User Charges Notification  
 MIS-M001 Middle School Student Laptop Handbook and Contract  
 HIS-M001 High School Student Laptop Handbook and Contract

**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”
12/9/13	B	Remove TCH-P015 obsolete procedure; Add to last paragraph records for a student on a 504 Plan or IEP, remove special education records; update logo and formatting
10/13/14	C	Updated and reworded last paragraph to include reference to amount of student debt that falls under policy.
3/28/16	D	Para 1, changed Director of Schools to School Board. Added subtitles. Replaced “destroy” with “destruction of” and added last paragraph. Updated associated documents.
4/17/17	E	Removed student fee examples from first paragraph. Updated dispute information in last paragraph.
8/7/17	F	Added CHN-P005 to implementing procedures. Added CHN-A001 to associated documents.
2/19/18	G	Para. 3, added “computers”. Para. 5, changed debt total to \$25. Updated associated documents.
5/28/19	H	Added paragraphs six and seven regarding debt collections and collection agencies.

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