



LCPS Form JQ-E1

Student Fees, Fines and Charges

You have received this notice because a charge has been assessed against you for a lost, stolen, damaged, or destroyed textbook, library materials, or other school district property.

Please be aware that failure to pay the assessed charges may result in sanctions being enforced against you until full payment for said items is made.

Refer to LCPS Policy and Regulation JQ: Student Fees, Fines and Charges for additional information. **(Language from the regulation is on page two of this form.)**

A Fine Fee Charge

is being assessed against

Name _____

Student against whom fee, fine or charge is being assessed

School _____ Grade _____

Parents' name _____

Mailing address _____

Student's cell phone number (if available) _____

Parent's telephone number(s) _____

Date of fee, fine or charge assessment _____

Cause of fine, fee or charge

Lost Stolen Damaged

Textbook Library Materials Other LCPS property

Name, title or description of lost, stolen or damaged item _____

If damaged, nature and extent of damage _____

Amount of assessment

\$_____ is owed by student

The assessment is being made by

Name _____ Title _____

School _____

Payment

The assessment is due and payable by this date _____

The assessment should be paid in person at this location _____

Or by mail to this location and address _____

NOTE: The payment must be made in cash. Personal checks and credit card payments are not accepted.

Contesting the Charges

If you believe this assessment is excessive or is made in error, contact

Name _____ Title _____

Telephone number _____ Email _____

From JQ-R: Student Fees, Fines and Charges

Should a student lose, damage or destroy school property, the following shall apply:

- A. School property that is lost or stolen by a student enrolled in the school district shall be paid for by the student or his or her parent or guardian at fair market value. This value shall be based upon information provided by the vendor from which the lost or stolen item was originally purchased.
 1. 100 percent of the original cost of a lost or stolen textbook shall be assessed.
 2. If library materials cannot be replaced with exact title, the cost of a similar publication shall be assessed.
- B. If lost or stolen materials are found within a 30-day period after payment is made, and the materials are in good, usable condition, a full refund shall be made by the school to which the original payment was made.
- C. If, after a reasonable effort to obtain payment for lost, stolen or damaged textbooks, library materials, and/or other school property issued to a student has been made but payment has not been received, the school district may withhold the diploma, transcript, grades and/or class schedule from said student until such time as he or she returns said property in good and useable condition or makes payment in full for its replacement.
 1. If the student, parent or guardian wishes to appeal a school's or the school district's decision to withhold said student's diploma, transcript, grades and/or class schedule due to the student's failure to pay for lost, stolen or damaged textbooks; library materials; or other school property; the student or his/her guardian shall contact the superintendent's office in writing.
 2. The superintendent or his/her designee shall rule on the appeal request within 10 school business days of receipt of the appeal letter; or, if the student expects to graduate in fewer than 10 days, the superintendent or his or her designee shall rule on the appeal request as quickly as possible.
 3. The decision of the superintendent with regard to the appeal shall be final.
- D. Outstanding debts for lost or stolen textbooks, library materials and/or other school property issued to a student shall continue to be attached to said student's records until the lost or stolen items are returned in good and usable condition or full payment is made for their replacement.
- E. Students shall be notified in writing of any charges assessed against them for lost, stolen, damaged, or destroyed textbooks, library materials, or other school property. Such written notice shall include notification that failure to pay said charges may result in sanctions (as stated in items D and E above) being enforced against the student until full payment for said items is made.
- F. An opportunity shall be provided for the student and/or parent or guardian to meet with the school principal or his/her designee or other appropriate school official to discuss any fines or fees assessed against the student for the loss, theft or destruction of, or damage to, textbooks, library materials and other school property.
- G. If a student or parent or guardian is unable to pay the assessed charges due to financial hardship, including indigent status according to guidelines established by the state, the parent must notify the superintendent or his/her designee, who shall review and may make alternative arrangements, including but not limited to, a payment plan, for the student and/or parent or guardian to satisfy the obligation.
- H. Schools may assess reasonable fines for library books not returned to the school library on the scheduled date or books returned to the library with missing barcodes.
 1. Fine schedule for middle school and high school libraries:
 - a. \$.05 per day for overdue library materials, not to exceed \$5.00 total.
 - b. \$2.00 for missing or damaged barcodes.
 2. Each school site has the discretion to determine circulation fines for magazines, reference books or any other materials. These fines should not exceed \$5.00.