

INCOME FROM FEES, FINES, CHARGES

All charges to elementary and secondary pupils shall be kept at a minimum. Materials used by pupils in art, industrial arts, and home economics in projects that are to be taken home may be charged to the pupils. No pupil shall be caused to suffer embarrassment because of financial inability to participate in any activity or project under control of the district.

Reasonable charges for admission to school-sponsored athletic events shall be approved by the board on recommendation of the chief school administrator.

The chief school administrator shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment. The same schedule shall apply to nonpublic school pupils who lose or damage textbooks loaned to them.

Date: January 10, 1984

Revised: December 12, 1994

Legal References:

<u>N.J.S.A.</u> 18A:34-1	Textbooks; selection; furnished free with supplies; appropriations
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.S.A.</u> 18A:37-3	Liability of parents or guardian of minor for damage to property
<u>N.J.S.A.</u> 18A:58-37.3	Purchase and loan of textbooks
<u>N.J.A.C.</u> 6:20-6.6	Charge for textbook loss or damage



LYNDHURST PUBLIC SCHOOLS
281 Ridge Road
Lyndhurst, NJ 07071
(201) 438-5683

Income From Fees, Fines, Charges
Page 2
Policy

Possible Cross References:

*3453	School activity funds
3517	Security
*5131.5	Vandalism/violence
*6145.1/6145.2	Intramural competition; interscholastic competition
*6153	Field trips
*6161.3	Guidelines pertaining to overdue, damaged or lost instructional materials
*6200	Adult/community education

*Indicates policy is included in the Critical Policy Reference Manual.

INCOME FROM FEES, FINES, CHARGES

The pupil to whom a book is lent will be held responsible for its careful use and its return in good condition. It must not be defaced and, if damaged or lost, must be paid for by the pupil.

In all cases of lost textbooks or of damage to textbooks, the principal shall assess a fine based on the value of the textbook and its condition when issued. All moneys so collected are to be deposited in the school's activities account and labeled "lost books." Receipts in triplicate are to be made out when books are paid for. One copy is sent to the appropriate administrator with the lost textbook report. A second copy is given to the student and a third copy is kept in the school office for reference.

Fines for lost and damaged books are based on the teacher's record of condition and number of books, according to the price list obtained from the School Business Administrator/Board Secretary and the following schedule:

Condition of Book

Cost of Book

New	100% of original price
Excellent	80% of original price
Good	60% of original price
Fair	40% of original price
Poor	20% of original price

If the parent/guardian or student has not paid for lost or damaged books after having been notified of the loss or defacement, the student may be suspended.

Periodically, a report of the textbooks lost and paid for must be sent to the appropriate administrator on forms provided by the Board of Education.

Date: January 10, 1984

Revised: January 23, 1996

0892t



LOST, DAMAGED, OR DEFACED TEXTBOOKS

The pupil to whom a book is lent will be held responsible for its careful use and its return in good condition. It must not be defaced and, if damaged or lost, must be paid for by the pupil.

In all cases of lost textbooks or of damage to textbooks, the principal shall assess a fine based on the value of the textbook and its condition when issued. All moneys so collected are to be deposited in the school's activities account and labeled "lost books." Receipts in triplicate are to be made out when books are paid for. One copy is sent to the appropriate administrator with the lost textbook report. A second copy is given to the student and a third copy is kept in the school office for reference.

Fines for lost and damaged books are based on the teacher's record of condition and number of books, according to the price list obtained from the School Business Administrator/Board Secretary and the following schedule:

<u>Condition of Book</u>	<u>Cost of Book</u>
New	100% of original price
Excellent	80% of original price
Good	60% of original price
Fair	40% of original price
Poor	20% of original price

If the parent/guardian or student has not paid for lost or damaged books after having been notified of the loss or defacement, the student may be suspended.

Periodically, a report of the textbooks lost and paid for must be sent to the appropriate administrator on forms provided by the Board of Education.

Date: January 10, 1984

0892t

