

Regulation JS-R(1): Student Fees, Fines, and Charges

Status: ADOPTED

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Guidelines for Student Responsibility and Accountability for Board of Education Owned Materials and Equipment

The Board of Education is required by law to provide a free public education for students enrolled in the Richmond County School System ("RCSS"). Therefore, basic instructional materials will be provided as required to complete each course of study funded for credit according to the Quality Basic Education Act. These materials may include textbooks, library books, media materials and equipment, such as technology devices and the like.

The mission of the Richmond County School System is to empower every learner every day, and its vision is to prepare every student to thrive, adapt, and lead in an ever-changing world. In this spirit, students are provided the opportunity to take home or use, while in the classroom, a Windows or Chrome laptop or a Chrome tablet that is the property of RCSS for educational purposes.

Students and their parents are responsible to care for and maintain in good condition all textbooks, library books, media center materials, equipment and electronic devices assigned to a student. Students shall return such items in good condition, normal wear and tear excepted. Students and their parents may be charged a reasonable fee for restitution of lost or damaged School System property, in accordance with these Guidelines.

I. School System Responsibility and Accountability

A. Textbooks and Library Media Materials:

1. Each school within the School System will utilize the School System's Online Public Access Catalog ("OPAC" or "Follett Destiny") to maintain, and staff shall be responsible for establishing an accounting system for keeping accurate records of textbooks, library media materials, and equipment and other items issued to students. Textbooks are issued to the students with a record kept by utilizing the OPAC. These records are updated as books are returned and additional books are checked out.
2. Consumable materials will be transferred within the system with the student.
3. Library and media center materials shall be controlled by standard circulation procedures. Library and media center equipment management, distribution and accountability shall be managed in the OPAC.
4. Semester scheduling in the secondary schools may require that textbooks be collected at the end of each semester. A verification check should precede the ending of a semester.
5. At the end of a school year, all textbooks are to be returned to a central location-within each school.
6. After textbooks and equipment are inventoried, students with fines for lost or damaged textbooks, library books or equipment will be issued a payment notice as described below.

B. Technology Devices and Equipment

1. Each school within the School System will utilize the Incident IQ Inventory system to maintain accurate records of technology devices and equipment issued to students.
2. Technology devices and equipment (i.e., laptops/tablets and accessories) are distributed by the school's Device Distribution Team.
3. Before devices are distributed, the RCSS Student Technology Loan Agreement must be signed by the Parent and Student.
4. Before devices are distributed, students must complete the Digital Citizenship lessons and receive Device Care instruction.
5. All use of RCSS laptops/tablets must be for educational purposes and students are not to use the device for personal, commercial, or business use.
6. Student is accountable for and assumes full responsibility for the care and security of the device, both on and off school premises.
7. Student assumes full responsibility for reporting to the teacher, media specialist, or school administrator if a device is lost, stolen, or damaged.

8. Students will be offered an optional insurance plan to cover accidental damage, loss, or stolen devices. The optional insurance plan covers two devices per year, and if a third device is stolen, lost or damaged, the student will become a "day-user" and will be provided a device at school, but may not take a device off-campus. (Note: An exception may occur for PowerUp Asynchronous Learning Days or System Inclement Weather Days or similar events.)
9. A student without optional insurance will be assessed a fee to cover a damaged, lost or stolen device.

II. Student Responsibility and Accountability

When textbooks, library media materials, and equipment are issued to students, the return of these items to the school for further use shall be the sole responsibility of students and their parents or guardians. If these items are not returned to the school in usable condition, it shall be the responsibility of the students and their parents/ guardians to reimburse the Richmond County Board of Education for the cost of repair or replacement.

Replacement costs for lost or unusable textbooks, library books and media materials shall be calculated according to the price listed in the OPAC. The repair or replacement cost for school-issued technology equipment shall be determined by whether the student has purchased the optional insurance plan or did not purchase the optional insurance plan.

Fines will be satisfied no later than the end of each school year. Potential consequences for lost or damaged items are outlined below.

III. Compensation Notice

Students and their parents/guardians will be notified of the policy and procedures regarding fees, fines and charges each school year. New students and their parents/guardians shall be introduced to the policy and procedures at the time of enrollment. A notice shall be sent to parents/guardians when students owe a fee (or fees) for lost or damaged textbooks, library media materials, and/or equipment. Students and Parents/Guardians will acknowledge receipt of ***Guidelines for Student Responsibility and Accountability for Board of Education Owned Materials and Equipment***.

If a student owes money for lost or damaged books, materials or equipment, the parents are to be notified by written notification and/or telephone communication of the nature and amount of charges, with instructions on how to make arrangements to pay the financial obligation of the student.

IV. Potential Consequences

Failure to reimburse the School System for the cost of repair or replacement may lead to any of the following potential consequences. Opportunity shall be given for students and/or parents to meet with school administrators to discuss any fines levied against them. At the discretion of the School System, a prorated installment plan may be developed to satisfy the debt when a single payment is not possible.

A. Textbook Replacement: When a textbook is lost or damaged, the school will provide another copy of the textbook to the student, if available. If the same textbook is lost again by the same student, the student must have paid for at least one copy of the book before receiving a third copy of the textbook. Textbooks in the same subject area may be made available for the student's use in the classroom, per availability. Similarly, library media materials and equipment may be used by the student within the confines of the library media center or the classroom.

B. Electronic Device and Equipment Use: Students will be offered an optional insurance plan to cover accidental damage, loss, or stolen devices. The optional insurance plan covers two devices per year, and if a third device is stolen, lost or damaged, the student will become a "day-user" and will be provided a device at school, but may not take a device off-campus, except during PowerUp Asynchronous Learning Days, System inclement weather days or similar events. A student without optional insurance will be assessed a fee to cover a damaged, lost or stolen device. If the Principal or school staff designee determines an item malfunctioned with no fault or negligence on the part of the student, the associated fee(s) may be waived, and the student may be issued a replacement device.

C. Promotions, Transfers, and Withdrawals: Students who are promoted or who transfer to another school within the System and have not compensated the System (or the school) for the lost or damaged items will have a record of their financial obligations recorded and maintained in the online asset catalog ("OPAC").

D. Graduation : Students shall not be eligible to participate in graduation exercises and/or school-related

activities of the Richmond County School System if debts related to lost or damaged textbooks, library media materials, or equipment remain unpaid. Students who meet graduation requirements but are ineligible for graduation exercises and related activities due to indebtedness shall receive their official high school diploma by mail along with an official transcript; however, no request for the forwarding of transcripts to another source shall be honored: transcripts will only be issued to the student of record.

E. **Student Records:** Student records may not be held because of nonpayment of fees. However, schools may withhold ~~grade cards~~, diplomas or certificates until fees are paid. It is expected that all textbooks, library books, and/or materials/items issued to the student will be returned and/or all fees paid at the conclusion of the course(s) or at the time of the student's withdrawal/transfer to another course/school.

F. **Exemption of Exams:** Qualified students who wish to exempt any exams must clear all fines. All textbooks, library books, and/or materials assigned to the student must be turned in and/or all fees paid before permission to exempt is granted.

V. Refunds

If lost items are returned to the school in acceptable condition prior to the end of the fiscal year (i.e., June 30), the student shall be issued a refund for the full amount paid for the lost textbook(s), library books, media material(s), or equipment.
