

Late books are converted to lost books with a replacement cost fine when:

- The student chooses to pay the replacement cost;
- The student moves from elementary school to middle school; or
- The student moves from middle school to high school

Fines are carried throughout the student's academic career in ECISD. Funds received for fines originating at a different campus will be returned to the campus where the fine originated:

- 1) Fines collected for another campus will be receipted in the receipt book and deposited in the Campus Library Activity Account at the campus that receives the funds.
- 2) The librarian receiving the funds will complete and sign an Activity Fund Transfer Form to transfer the funds to the originating campus' Library Activity Account. Once signed by the principal, the campus bookkeeper will send the form to the Special Projects Accountant to complete the transfer.
- 3) The librarian receiving the funds will send the originating librarian a copy of the complete Activity Fund Transfer Form and information about which fine has been paid.
- 4) The librarian where the fine originated will issue a receipt in Destiny to remove the fine from the student's account.

Fines may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Campus Principal. If the Campus Principal waives the fine, the completed waiver should be sent to the librarian and kept on file in the library records.

Librarians should keep a copy of all documentation in a binder, in an organized manner, for a period of five years. If the Librarian moves to a different campus, a different position on campus, resigns, or retires, the documentation should be handed over to the new librarian or campus bookkeeper.

### **MONEY COLLECTION**

Fines and book fair money collected by the campus librarian will be secured by the campus librarian and will be deposited to the campus bookkeeper daily. Along with each deposit, the campus librarian will provide the campus bookkeeper with:

- A completed Internal Deposit Slip
- Copies of destiny receipts for fines collected or Copy of Destiny receipt report
- Copy of the daily register report for book fairs

The campus bookkeeper in return will provide the librarian with a Munis receipt to document the transaction.

STUDENT FEES, FINES, AND CHARGES

FP(REGULATION)  
FP

Money collected from book fines and book fairs will be deposited into the Campus Library Activity Account (Student Activity Fund with account number SA611). Money collected from ID fines will be deposited into the Campus Discretionary Account.

All fines collected must be receipted in Destiny. A copy of the Destiny receipt should be provided to student or parent remitting payment.

Two individuals should be present for cash collections. Both individuals will sign the Internal Deposit Slip. One of these individuals could be a volunteer if the volunteer has registered with the ECISD Volunteers & Partners Department.

Librarians may request imprest funds from the campus bookkeeper to make change. Imprest funds for Campus Library Activity Fund and Campus Discretionary Account must be separated. Change for large bills can be exchanged in the campus cafeteria.

The librarian must keep documentation for all Scholastic Dollars spent.

The librarians must keep a ledger, with a current balance, of the activity for account SA611 (Library Fines & Fees).

Fees for  
Regaining Credit

The District will establish a fee schedule for any educational programs available for recommendation by the attendance committee for the purpose of regaining credit lost because of poor attendance. If a fee-based program is offered, the District will also offer a cost-free option. A student will be assigned to a fee-based program only if the student's parent returns an acknowledgment that the fee would not Create a financial hardship or discourage the student from attending the program. [See FP(EXHIBIT)]

Exemptions  
From Fees Or  
Deposits

If a student and his or her parent or guardian are unable to pay required deposits or fees, the following procedures will be followed for waiving such fees:

1. The student and/or his or her parent will complete the application for waiver of fees provided by the District. [See FP(EXHIBIT)]
2. If after reviewing the application for a waiver the principal determines that, according to District guidelines, the family is unable to provide the necessary supplies or fees, the principal or designee will grant the waiver.