



**North Union Local School District**  
12920 State Route 739  
Richwood, OH 43344  
Phone: (740) 943-2509 Fax: (740) 943-2534



Dear Parents, Guardians and Custodians,

**IMPORTANT POLICY CHANGES  
PLEASE READ CAREFULLY**

After a review of our finances, we show that there is a significant amount of unpaid school fees. The Board of Education voted and has made some changes to our fee policy. The policy JN can be found online at [www.n-union.k12.oh.us](http://www.n-union.k12.oh.us) under the Board of Education, policy manual.

The major change is that students will **not** be allowed to participate in **any sport, club, extra-curricular activity or go on any field trip if school fees are not paid, or a payment plan with the principal has not been established to pay the fees.** Fees can be paid by EZ-Pay through the school website or by cash/check in your child's school office. Fees need to be paid in full by October 1<sup>st</sup> or a payment schedule set up to pay 25% by the first grading period, 50% at the semester break and 100% by end of the third grading period. Those deadline dates are October 24<sup>th</sup>, January 15<sup>th</sup> and March 27<sup>th</sup>.

Students who qualify for free and reduced lunches are not required to pay school fees by state law. The procedures for qualifying for free and reduced lunches are listed on our website under forms, called "Free and Reduced Price School Meals." If you do not have access to a computer, you may pick up forms at any school office or contact Bev Wasserbeck, District Food Services Coordinator at 740-943-3113 ext. #1754.

It is the goal of the district to stay financially responsible. It is prudent to our taxpayers who have children in our schools and those that do not or no longer have children in the district to collect the educational fees needed to provide a quality education for all. We try hard to keep fees, lunch prices, etc. at the lowest possible cost. The entire JN policy is attached to this letter.

We thank you in advance for your cooperation with these policy changes. If you have any questions, please call my office at 740-943-2509 and my secretary will be glad to assist you.

Sincerely,

Dr. Rick Smith, Superintendent

**Board of Education**

Kevin Crosthwaite, *President*  
Bryan Bumgarner, *Vice President*  
Dennis Hall  
William Davenport  
Jean Wedding

**Administrative Team**

Dr. Rick Smith, Superintendent  
Scott W. Maruniak, Treasurer  
Pam Wenning-Earp, Technology  
Kelly Byers, Special Education  
Dave Harmon, Director of PK-12  
Curriculum & Instruction  
Brian Nauman, Maintenance/  
Transportation

**North Union Elementary  
School**

420 Grove Street  
Richwood, Ohio 43344  
Vickie Hoffman, Principal  
Jim Swain, Assistant Principal  
(740) 943-3113

**North Union Middle  
School**

12555 Mulvane Road  
Richwood, Ohio 43344  
Matthew Burggraf,  
Principal  
(740) 943-2369

**North Union High School**

401 North Franklin Street  
Richwood, Ohio 43344  
Diana Martin, Principal  
Eric Holman, Principal  
(740) 943-3012

## STUDENT FEES, FINES AND CHARGES

### Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

### Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

### Collection of Student Fees, Fines and Fund-raisers

The administration may establish regulations for the collection of student fees and fines.

Students are responsible for any school fees, fines and/or fund-raiser items/monies received. Fees are paid to the High School Office. Monies for fund-raisers are paid to fund-raiser sponsors.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees, fines and fund-raiser monies for that student have been paid in full, except where required by State law.

Non-payment of fund-raising money or Student Fees not paid at the rate of 25% by the end of the 1st grading period, 50% by the end of the semester, and 100% by the end of the 3rd grading period will not be permitted to:

- Attend field trips

- Attend school sponsored activities (ex. dances)
- Participate in extra-curricular activities (ex. sports and/or clubs)
- Participate in fund-raisers
- Participate in graduation ceremonies

### Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date: 01/11/93]

[Revision date: 12/18/95]

[Revision date: 10/16/06]

[Revision date: 01/11/10]

[Revision date: 11/18/13]

**LEGAL REFS.:** National School Lunch Act of 1946, 42 USC 1751

Child Nutrition Act of 1966, 42 USC 1771

ORC [3313.642](#)

[3329.06](#)

**CROSS REFS.:** [IGCB](#), Experimental Programs

[IGCD](#), Educational Options (Also [LEB](#))