



2011-2012 OCSA STUDENT HANDBOOK

OCSA MISSION STATEMENT

OCSA will provide a community that nourishes and nurtures the personal integrity and creative expression of our students in their pursuit of artistic and academic excellence.

ACADEMIC GUIDANCE SERVICES

The Guidance Department provides a valuable service for all students. All matters concerning registration, course selection, credits/records, graduation, testing, counseling, computer scheduling, and grading are processed through this office. Office hours for the guidance department are 8:45 am - 4:00 pm. Students and parents can make an appointment to see their counselor during these hours. Students may see their counselors without appointment during open counseling available each Wednesday during lunch.

Incomplete Grades - Any students receiving an incomplete for a specific grading period must have all work completed within 5 days of his/her return to school or when arrangements have been made by the teacher. When extended absences are involved due to a major illness, the student can get an extension of time to make up all work. The student must meet with an administrator and request an extension of time within 5 days of his/her return.

Records - Students may obtain copies of transcripts and student schedules from the Guidance Department. Graduates who need copies of complete transcripts for applying to colleges and universities should report to the Guidance Department to make the request. Please allow one week for processing of transcript requests. A nominal fee may be charged.

Grading Scale - The following grade scale is utilized by all the high schools in Osceola County:

| <u>Grade</u> | <u>Percent</u> | <u>Grade Point</u> | <u>Definition</u> | <u>AP/Honors</u> | <u>Honors (Class of 2013)</u> |
|--------------|----------------|--------------------|----------------------------|------------------|-------------------------------|
| A | 90-100 | 4.0 | Outstanding Progress | 5.0 | 4.5 |
| B | 80-89 | 3.0 | Above Average Progress | 4.0 | 3.5 |
| C | 70-79 | 2.0 | Average Progress | 3.0 | 2.5 |
| D | 60-69 | 1.0 | Lowest Acceptable Progress | | |
| F | 0-59 | 0 | Failure | | |

Graduation Requirements for The Osceola County School for the Arts

Program requirements for each major may be obtained from the Guidance Office. Students are required to complete 28 credits to receive the Arts major endorsement. **All students must be enrolled in at least two classes of their major each semester.** In addition, high school students must remain in their original major for the full four years to receive an art endorsement in their major.

ATTENDANCE

Philosophy OCSA is a performance-driven experiential school environment and, as such, students are expected to be in attendance daily in order to be actively involved in all aspects of learning.

Absences - According to School Board Policies, absences shall be excused for the following reasons:

Illness or injury of the student/illness, injury, or death in the immediate family of the student. School approved and related trips are not considered absences. Any other absence will be marked as an "accountable" absence. Accountable absences are still "unexcused." After each absence, a parent handwritten note needs to be sent to the school with the child within forty-eight hours of the absence. We will not accept a written excuse after forty-eight hours, unless accompanied by a medical note from a physician. In cases of excused absences, the student shall be allowed to make up the work within two class meetings for

each absence. Make-up work/tests should be done outside the regular class period unless there are extenuating circumstances. It is the responsibility of the student to ask for this work, and teachers shall give reasonable assistance. **Please note the time limit on make-up work; therefore it is important for the absence to be excused immediately. Calls to excuse absence will be accepted up to one week after absence.**

Ten (10) Absence Rule-Per Individual Class

Students absent for more than 5 periods of block-classes or for more than 10 periods of daily classes will be required to pass comprehensive finals to pass the class. Students with extenuating circumstances can appeal to a district-level committee. The district-level committee sets the date of this meeting.

Pre-arranged absences

A parent wishing to pre-arrange an absence shall be required to contact the attendance office through a written letter at least five days in advance of the requested absence(s). For valid requests, the student will be issued a form to take to his/her teachers to establish conditions for make-up work. The make-up is to be completed according to teacher arrangements, but not to exceed twice the number of days absent or missed classes. It is the responsibility of the student to return the form to the office PRIOR to the absence. Failure to do so voids the excused pre-arrangement.

Unexcused Absences

No work may be made up for credit if an absence is unexcused.

Truancy/Skipping class

There is no makeup allowed – Student will receive a zero for all work missed. Students are responsible for validating any questionable absences from school or from each class. No credit will be allowed for any work missed without medical documentation.

Tardy to School or Class

Students arriving late to school or to class will be assigned a lunch detention to be served during the first part of lunch. A student is considered “tardy” when the bell rings for students to move to class.

Juniors and Seniors who are late to school or are ‘late’ returning to school from lunch will forfeit their privilege to leave campus at noon. ‘Late’ is determined when the bell rings for students to move to class.

Students must be at school by 12:00 to take part in evening activities unless prior administrative approval is given.

Field Trip

Students attending either an art or academic field trip must make the necessary prior arrangements with teachers concerning assignments.

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. The bus driver is in charge of students and has the authority to issue discipline referrals, and will report any infractions to the administration for disciplinary action. Students will ride the bus assigned to them. Requests to ride another bus will NOT be honored at the school level. All requests must be approved by the Transportation Department. School bus misconduct may result in the suspension of the student from riding the bus for the remainder of the year; parents are then responsible for transportation. For further information please contact the Transportation Department at 407-518-4540.

CAFETERIA

The Osceola County School for the Arts offers a single one-hour lunch period.

Open Lunch Privilege

Juniors and seniors are eligible for off campus lunch privileges. All students must

have a properly completed, notarized parent permission slip in order to take part in this privilege. Students may not bring food back onto the campus, either for themselves or for others. Due to the time factor imposed by the lunchtime, it may not be practical to leave the campus for lunch. **Off-campus lunch privileges may be suspended due to attendance, academic, or disciplinary concerns at the discretion of Administration.**

CARE OF SCHOOL PROPERTY

As an arts school, we expect our campus to be a place of beauty, a source of pride, and an inspiration to great achievement. We want everyone to share in this pride by keeping all parts of the campus, all equipment, and all books in the best possible condition. Students are urged to properly care for all school books, supplies, and furniture, as these resources will be needed by others for years to come. Students who disfigure property or equipment will be required to pay for the damage or to replace the item. Willful acts of damage or destruction to property are totally unacceptable and beneath the high purpose and ideals of our school. Any willful damage or destruction will be grounds for dismissal from the school.

CELLULAR PHONES, PAGERS, CAMERAS

Possession or Use of Personal Communication Device Violation - The act of possessing, carrying, and/or transporting any personal communication device such as alarm devices, pagers/beepers, cellular phones, or other on-way/two-way communication devices without proper authorization on school grounds, or in any building owned or operated by the School Board, except as otherwise allowed in the School Board rules is denied.

Authorized possession and/or use shall be defined as follows:

The device may not be worn visibly during the regular school hours.

The device must be turned off at all times during the regular school hours.

The device may only be used by a student before or after regular school hours.

Pictures may ONLY be taken with approval of teachers or administration.

The school shall not be responsible for lost or stolen communication devices.

The item will be confiscated and only returned to the parent/guardian.

CHANGING ARTISTIC MAJOR

Only high school students may request a change in artistic major if they are not on probation of any kind. The procedure is as follows:

- Student contacts current major area teacher and notifies him/her of the desire to change majors. Current major teacher's approval is not required but his/her counsel would be appropriate
- Student contacts desired major area teacher and notifies him/her of the desire to change
- The requested major instructor sets a time for any audition sessions that may be needed
- Student is notified in writing of the decision
- Final decision is made by the requested major instructor(s) and the administration with input from the current major instructor(s)
- Change in major may only be done at semester break, if feasible; otherwise the schedule change will take place at the beginning of the following school year.

CHEATING

Academic honesty is essential to students' pursuit of knowledge and their learning process. Therefore, cheating, plagiarism, presenting work done by

another person as one's own, and other forms of academic dishonesty will not be tolerated under any circumstances. Violations of this policy will result in grade and disciplinary action.

CLOSED CAMPUS

The Osceola County School for the Arts operates under a closed campus policy. Upon arriving on campus, students are to remain on campus until they are properly dismissed. Any students who walk off campus once they have entered school grounds will be considered to be skipping.

Off-Campus Passes - Off-campus passes will be issued to the students through parent/guardian request. It is requested that parents make these requests in writing to ensure student safety. This policy applies to all students.

Hall Passes - Students are not allowed in the hall during class time without a hall pass.

COMMON AREAS

Students may assemble on the courtyard during lunch and before and after school. Designated outdoor dining areas will be made available for student usage. Students are expected to keep these areas clean and trash free.

No students are to loiter in the unauthorized areas once they arrive on campus. Any students found in the parking lot during the school day without an administrative pass will be considered to be skipping.

Students are not to congregate in outlying areas of the campus without permission. If in doubt, check with staff.

COMPUTER USAGE

Access to the Internet has been established for a limited educational purpose and shall be consistent with the district's curriculum and Sunshine State Standards. The term "educational purpose" includes academic activities and career development. Access has not been established as a public service or a public forum. Nothing done using the District system or hardware is private. Students are expected to follow the rules set forth in the Code of Student Conduct, the Data Network Acceptable Use Policy, and the law in their use of the Internet and network resources. Students shall not eat or drink near the computers. Due to limited available bandwidth within the district, students are not allowed to download or stream any audio or video information on any computer without prior authorization from an instructor. Students are not allowed to play games on computers while at OCSA. Students are not to engage in instant-messaging or any kind of chatting while at OCSA. Students should not load any programs, accessories, pictures/photos, or any other kind of software on school computers.

DISCIPLINE

All discipline will be subject to Administrator's discretion depending upon the circumstances and will be consistent with the Osceola County School Board's Code of Student Conduct.

DRESS CODE

No hats are to be worn on campus during school hours. Inappropriate chains are prohibited. OCSA will strictly adhere to the Dress Code mandated by the School Board of Osceola County. Stage wear may be worn for performances, rehearsals, and when approved by administration. A more complete description of stage and rehearsal wear may be obtained from art major instructors.

Students are to be in dress code upon arrival at school and until they reach their transportation home. While there may be particular class activities that require being out of dress code students must be in dress code as they move between classes. OCSA students are expected to "DRESS" when attending all

performances, including in-school recitals. **The administration reserves the right to determine inappropriate dress. Violation of the dress code may result in reprimand, detention, or suspension from classes.**

DRIVING/PARKING POLICY

Any student of legal driving age, holding a valid driver's license (with permission of parent and proof of insurance), may drive to school. Students may only park in the school's front lot, in front of the auditorium. Vehicles parked in a restricted area or without a permit will be towed away at owner's expense. Students may not go to the parking area or sit in their cars during the school day. Students are to leave the parking area within one minute of their arrival.

Students with permission to drive to school must obtain a parking permit from the front office. Permits are necessary in order to identify authorized vehicles that are on campus and to ensure that students have parking during other scheduled events. A charge of \$5.00 is made for each permit. This charge covers printing and processing fees. If a permit is lost students should report the loss to the office and obtain a new permit for \$5.00. **Students who are placed on academic or artistic probation may lose driving and parking privileges.** Students needing to leave campus for appointments must get an off campus permit from the attendance office prior to the start of the school day. A student's vehicle is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.

DROP-OFF/PICK-UP

The student drop-off/pick-up location is in the southwest area of the campus. This is for all student drop-off/pick-up, unless the parent is coming into the school with/for the student.

DUAL ENROLLMENT

Dual enrollment students (students attending class at a location other than OCSA) must attend OCSA for at least two periods in their performing arts major. Students must leave the OCSA campus when their classes are completed and students may not return until the end of the school day. Students must see their counselor for the necessary requirements form and must have their own transportation. If the student desires to attend dual enrollment full time, the student must withdraw from OCSA and register with their home zoned school.

EARLY DISMISSAL

Students may not be called from class by a parent or guardian for early dismissal after 3:00 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, the cut off time is 1:45 p.m. Emergencies will be handled on a situational basis. This policy was endorsed by the School Advisory Council in order to provide the best possible learning environment for all students.

EMERGENCY PROCEDURES

Inappropriate behavior by a student during an emergency or emergency drill will result in disciplinary action. Fire and Storm drills and Safety drills will be conducted periodically. All students must obey orders/directions promptly.

FOOD IN CLASSROOMS

Students are not allowed to eat in classrooms. Soda, juice, milk or other

beverages are not allowed in class-rooms. Water is the only acceptable beverage in normal classroom situations. Students may keep a water bottle with them throughout the day and are encouraged to keep well hydrated.

FUNDRAISING

Selling fundraising-items is allowed before school, after school, and during lunch; it is not allowed during class-time and is discouraged during passing time.

HEALTH SERVICES

If a student becomes ill in school he/she should report to the health room. Parents will be contacted by the health room nurse or administrative staff if student is too ill to remain in school. Students will be allowed to use the health room phone to contact parents if they have questions or health concerns. Students are not to call parents during school hours from their personal cell phone and must follow protocol listed above. Students must have administrative authorization prior to leaving campus. School personnel will administer medications that are provided by parents/guardians specifically for their children. Students needing to take medication at school, please note the following procedure:

- Parents/Guardians must complete the "Authorization for School Personnel to Administer Medication Form".
- Keep the medicine in original container with label affixed by the physician or pharmacy, showing the student's name, the dosage, and the schedule for administration. If student needs to take the medication at home as well, please ask the pharmacist to divide the medication in two bottles one for school and one for home.
- Only parents, guardians or adult family members may drop off medications to the health room.
- No medication will be given to a child without a written request from his/her parents.
- Students are not allowed to carry, use, or dispense aspirin, cold tablets, or any other drug.

Every accident or injury in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

***SPECIAL NOTE TO DANCE STUDENTS:** If a dance student is unable to participate in PE due to a medical excuse, the student is not allowed to take part in dance class for the duration of the excuse.

Notice to Parents - In the school setting, if any possible infectious, contagious, or transmittable condition is suspected by the nurse, the parent of the student will be contacted to come and remove the child from the school immediately. The student may not come back into contact with other students until a medical doctor clears him or her. Head lice are a common problem in the school setting. Students found with head lice or nits in their hair are sent home with instructions for treatment. In the case of head lice, students must be treated. A parent must accompany the child to school to be cleared by the health aide. Students cannot return to the classroom until the nurse has cleared them.

HONOR ROLL

Inclusion on the OCSA Honor Roll is determined by the student's letter grades.

There are two levels of Honor Roll status:

A Honor Roll—Grades are all A's

AB Honor Roll—Grades are A's and B's

C's, D's and F's are unacceptable grades for Honor Roll.

National Honor Society membership requires an unweighted GPA of 3.5.

LOCKERS

Based on grade level and locker availability, students will be provided with a student locker. No rent is charged, but students are required to purchase a school approved lock. These locks are available from the office for \$6.00 and will become the student's property. Only school approved and supplied locks may be utilized; unauthorized locks will be removed from the locker. Student lockers may be searched if officials have a reasonable suspicion that illegal, prohibited, stolen or harmful items or substances may be concealed on the student or hidden therein. Students may request to keep the same locker for their entire career at OCSA. Lockers should not be shared. Items found in unassigned lockers will be discarded.

LOITERING

Students may not remain in the buildings or on the grounds before or after school hours unless accompanied by a teacher/sponsor. No students may be on campus prior to 7:45am or after 4:15 p.m. (3:15 on Wednesday) unless they are participating in a supervised, school-sponsored activity or event, such as a rehearsal, performance, class meeting, etc. Students should make transportation arrangements to leave campus within thirty minutes of the end of the activity or event. Students are not allowed to remain on campus after school when not in a supervised activity or event. Students staying beyond this time may be reported to the Osceola County Sheriff's Department as abandoned children.

LOST AND FOUND

Lost items – please check in the school clinic. The school cannot assume the responsibility for money and valuable property brought to school by students. However, we are willing to do anything possible to prevent thefts, as well as to recover stolen property. Also, each student is responsible for property loaned to him/her such as textbooks and library books. Please consider the following suggestions: Never bring large amounts of money or extremely valuable objects to schools. Be sure to take your purse, valuables, etc., with you when you leave the room. Never leave your purse or other property unattended. This includes textbooks. Lock them in your school locker. Leave your valuables in a secure area. Report any theft you may witness personally or any information you might have concerning a theft. **If it is necessary to bring valuables to school, check them into the office until needed. With reasonable cause, the school administration may search students or their property. Contraband will be removed from the student's possession.**

MEDIA CENTER

The Media Center provides a comfortable and inviting environment for all students to engage in their academic, intellectual, and artistic pursuits. Students who are not actively engaged in a purposeful activity may be asked to relocate. Students with a valid ID may check out two books for a three week period. While there is no late fee students will not be allowed to check out additional material until overdue materials are returned. Students will be charged for lost or damaged books. All District and School rules concerning computer access must be followed. No food may be brought into the Media Center.

MUSICAL DEVICES: MP3 PLAYERS, iPods, etc.

These devices may be utilized only with headphones in common areas. The use of devices in classrooms is solely at the discretion of the teacher or staff in charge and may vary with the individual instructor. These devices may be confiscated and/or banned if this policy is abused. OCSA assumes no responsibility for the loss of these items.

OBLIGATIONS

Any student owing money for fees, fines, fundraising, etc., will be placed on the obligation list. Students on this list will not be granted certain campus privileges, such as on-campus parking, off-campus lunch privileges, and other privileges determined by administration. Seniors on the obligations list will not receive their diploma.

PARTICIPATION IN SCHOOL ACTIVITIES

Students must be at school by 12:00 to take part in evening activities unless prior administrative approval is given.

PARENT INTERNET VIEWER

Students and parents can access current academic progress via the web site, Parent Internet Viewer. The URL for this site is <https://piv.osceola.k12.fl.us/>.

Parents and students can also find valuable academic information at a statewide advising website, FACTS.org (Florida Academic Counseling and Tracking for Students, <http://www.FACTS.org>). In addition to accessing personal academic transcript information, students can find resources for planning high school courses and for exploring college degrees and vocational/technical programs.

High school students are also encouraged to frequently check the Connect! Web site, linked through the front page of the OCSA Web site or available at www.connectedu.net. Connect! acts as an electronic filing cabinet so students can store resume information, college lists, career lists and scholarship lists. It is also a communication tool for the school to send email messages to the students.

PROBATION

Artistic and Academic Probation - In order to remain a student in good standing at The Osceola County School for the Arts students must maintain a C average

in all courses. Evaluation of grades may take place at the close of each grading period. If a student's grade falls to a D or F the student may be placed on Probation for the following grading period. If a student fails to earn a C or better in all classes by the end of the following grading period, the student's record will be reviewed by the Probation Committee. A recommendation will be made for the student either to continue under probationary status or to be withdrawn from The Osceola County School for the Arts and returned to their home zoned school. In special cases student may be directed to their home-zone school at any time. Students may not seek a change in major while on probation. Students may reapply/re-audition for possible re-admission after one full semester if they have raised all grades to a C or better. Re-admission will be based on audition, grades, and space availability. **Off-campus lunch privileges may be suspended due to attendance, academic, or disciplinary concerns at the discretion of Administration.**

PUBLIC NOTICE

The School District of Osceola County does not discriminate on the basis of race, sex, color, religion, age, national origin or disability in its provisions of programs, services or employment. The district has designated Ms. Patti Vickers as the district's Section 504 Facilitator to coordinate the District's compliance with federal nondiscrimination laws. Ms. Cynthia Franklin may be reached at 407.870.4877. Additionally, The Osceola County School for the Arts has designated Mr. Christopher Arrington to coordinate the school's efforts to ensure compliance with federal nondiscrimination laws.

RECITALS

Recitals are held each Wednesday beginning at approximately 2:00 to showcase student talent. Students are expected to display the proper decorum at each recital. Parent and community members are welcome to attend and must check in at the Main Office prior to the recital.

SCHOOL HISTORY

August 6, 2003 will live forever as the opening day of OCSA.

SKATEBOARDS

Skateboards should not be brought to The Osceola County School for the Arts.

STANDARDS OF CONDUCT

The administration, faculty and staff believe that students selected for attendance at The Osceola County School for the Arts are mature in action and are held responsible for their own proper behavior and efforts at school and while representing OCSA. In order to maintain an atmosphere conducive to learning and performing, certain standards are expected at The Osceola County School for the Arts. Every circumstance may not be identified specifically, but all rules and expectation as outlined in the County Code of Conduct will be strictly enforced. As a performing arts institution the utmost of audience decorum is expected from each and every member of our student body. Without exception.

THE STAR SPANGLED BANNER – by Francis Scott Key

O! say can you see by the dawns early light. What so proudly we hailed at the twilights last gleaming, Whose broad stripes and bright stars through the perilous fight O'er the ramparts we watched were so gallantly streaming? And the rockets' red glare, the bombs bursting in air, gave proof through the night that our flag was still there; O! say does that star spangled banner yet wave, O'er the land of the free, and the home of the brave?

STUDENT AGENDAS

All students will be issued a student agenda within the first week of school. Students are required to bring their agendas to each class. The agendas contain hall passes which must be used whenever the student leaves the classroom during normal class time. Replacement agendas may be purchased in the Media Center for \$5 each.

STUDENT IDs

All students will be issued an ID badge within the first week of school. Students are required to wear their IDs in full view whenever they are on the OCSA campus. ID badges will be used for Media Center checkouts, lunch purchases, and attendance. The ID is an important security precaution and will enable staff and students to immediately identify individuals who do not belong on the campus. IDs are the property of the school and should not be defaced or otherwise intentionally damaged. Defacing or damaging an ID may result in disciplinary action. The first ID issued is free. Replacements for lost IDs must be purchased in the Media Center for \$5. For students who have forgotten to bring their ID to school, a temporary ID, valid for one day only, will be issued (a nominal cost may be charged).

TELEPHONES

Students will not be called from class to receive phone calls or permitted to leave class to make phone calls. Office phones are for official business and not for personal use.

VISITORS TO CAMPUS

Any visitor (not a current student or current employee of the OCSD) to The Osceola County School for the Arts must check in at the administration office. **Current picture identification is required for campus access.** Visitors who are meeting with or picking up students **must be on the student's emergency information card** and will wait in the reception area. Visitors who are remaining on campus will be issued a visitors badge.

- Any person on campus without checking in and proper registration will be considered trespassing.
- At no time will students be allowed to bring a guest to attend classes or to visit the campus during the school day.
- Graduates of OCSA will be able to visit classes **ONLY** after having made **prior** arrangements with the teacher – teachers must provide prior notice to the administration of the anticipated visit.
- Parents are welcome to contact administration to arrange a brief visit to their child's classes. Twenty-four hour notice is required as a professional courtesy to our instructional staff.

This policy is designed to make our campus as safe as possible for our students and staff.

Returned Checks

In an effort to curb the internal cost our District bears each year in returned checks (Non Sufficient Funds-NSF, Account Closed, Fraud and Stop Payment), we have contracted with Automated Recovery Solutions. ARS provides this service to numerous School Districts around the country and is in charge of collecting checks for our District that are not honored by check writers' banks. For NSF checks, ARS will electronically monitor a bad check writer's account and are authorized to make (2) electronic attempts for the Face amount of the check plus a state authorized Returned Fee as follows:

| <u>Amount of Check Written</u> | <u>Return Fee</u> |
|--------------------------------|---------------------|
| \$.01 to \$50.00 | \$25.00 |
| \$50.01 to \$300.00 | \$30.00 |
| \$300.01-\$800.00 | \$40.00 |
| \$800.01 - Plus | 5% of Face of Check |

If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the Full Face amount plus the above authorized state Fees within (15) business days. If not, the bad check writer can be referred to a state attorney's office where they will be charged the Face amount of the original check, plus (3) times the Face amount in Fees, plus costs, as allowed per the state. Should you have any questions or need additional information you're welcome to contact Automated Recovery Solutions at 877-588-7067.

Cheques Devueltos

En un esfuerzo de limitar el costo interno incurrido cada año en nuestro distrito por cheques devueltos (sin fondos suficientes (siglas en inglés NSF), cuenta cerrada, fraude o suspender el pago), hemos hecho un contrato con "Automated Recovery Solutions" (siglas en inglés ARS) (Soluciones de Recuperación Automática). "ARS" provee este servicio a numerosos distritos escolares alrededor del país y se encarga de coleccionar los cheques para nuestro distrito que no fueron aceptados por el banco del dueño del cheque. Para cheques sin fondos suficientes, "ARS" estará controlando electrónicamente la cuenta bancaria del dueño del cheque y está autorizado a hacer (2) retiros electrónicos por la cantidad que fue escrito el cheque además de un cargo autorizado por el estado por cheque devuelto de la siguiente manera:

| <u>Cantidad Escrita en el Cheque</u> | <u>Cargo por Devolución</u> |
|--------------------------------------|---------------------------------------|
| \$.01 - \$50.00 | \$25.00 |
| \$50.01 - \$300.00 | \$30.00 |
| \$300.01 - \$800.00 | \$40.00 |
| \$800.01 o más | 5%de la cantidad escrita en el cheque |

Si el cheque es devuelto por cuenta cerrada, fraudulento, suspensión del pago o por que no tiene fondos suficientes y no se puede recobrar el dinero debido a que el balance es cero, se enviarán cartas para notificarle al dueño del cheque que debe pagar la cantidad completa por la cual fue escrito el cheque además de los cargos autorizados por el estado anteriormente mencionados dentro de (15) quince días laborables. Si no, el dueño del cheque puede ser referido a la oficina del abogado del estado en donde tendrá que pagar la cantidad original

del cheque además de (3) veces los cargos del cheque devuelto más costos, así permitidos por el estado. Si tiene alguna pregunta o necesita información adicional, puede comunicarse con "ARS" al 877-588-7067.