

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Fines and Fees: Collection of Past Due Accounts**

#### **A.—Generally**

The Superintendent is expected to protect the taxpayers of the School Division, by making every effort to collect all bills due the School Board. Although the intention is not to jeopardize the educational opportunities of students because of the oversight or the financial inability of parents/legal guardians or adult students, the School Board believes there are important educational values to be learned concerning the payment of obligations. Therefore the Superintendent will take every fair and reasonable action to ensure the receipt of payment of fines, fees, damages and services.

After exhausting other approaches to resolve the delinquent accounts, the Superintendent is authorized to pursue collection actions, including referring the matter to the City Treasurer's Office or retaining legal counsel.

#### **1.—Amounts due from Students**

##### **a.—Book Fines and Fees**

All students shall be required to pay for damages to or loss of textbooks, library books and School Division materials and will be required to pay fees as assessed by the School Board except in cases of extreme hardship. Hardship cases will be required to furnish conditions in writing before fines and fees will be waived.

#### **2.—Amounts due from Employees**

Employees who receive payments which are not due them shall be required to repay the amount due in a timely manner. The amount due should generally be expected to be repaid within thirty (30) calendar days of notice. All amounts due will be collected within a time frame that does not cross fiscal years or extend beyond a period which would affect the issuance of a W-2 to the employee for wages paid.

#### **B.—Significant Amounts**

The Superintendent shall be authorized to utilize the following procedures for the collection of significant amounts:

- 1.—Letters requesting payment, to adult students or parents/legal guardians of minor students;
- 2.—Preliminary action through the City Treasurer's Office; and

~~3.—Preliminary action through the School Board’s legal counsel or retained counsel.~~

**Legal Reference**

~~Code of Virginia § 22.1-243, as amended. Distribution of textbooks; charges for loss or damage; consumable materials.~~

~~Virginia Board of Education Regulation 8 VAC 20-720-80, as amended. Student fees and charges.~~

~~Adopted by School Board: February 16, 1993~~

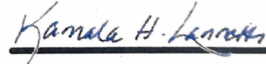
~~Amended by School Board: October 19, 1993~~

~~Amended by School Board: June 20, 2006~~

~~Amended by School Board: September 16, 2014~~

~~Rescinded by School Board: 2020~~

APPROVED AS TO  
LEGAL SUFFICIENCY

  
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