

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Fines and Fees/Generally

A. All monies collected from fines and/or fees, fixed and imposed by the ~~S~~School ~~B~~board, shall be deposited in the appropriate bank account in the same manner as other monies belonging to the ~~S~~School ~~D~~ivision.

B. Generally

The Superintendent is expected to protect the taxpayers of the ~~School Division~~City, by making every effort to collect all bills due to 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 or designee 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 or designee 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

—Book Fines and Fees

All students shall be required to pay for damages to or loss of textbooks, library books, technology devices, and other non-consumable ~~S~~School ~~D~~ivision materials and equipment. Students 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.

C. Significant Amounts

The Superintendent or designee 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: 2020

APPROVED AS TO
LEGAL SUFFICIENCY


