

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: DIA-RA, ECC-RA, IPD-RA, JFA-RA, JNA, JNA-RA, JOA-RA
Responsible Office: Chief Operating Officer
Related Source: *Annotated Code of Maryland*, Education Article, §7-305

Collection of Student Financial Obligations

I. PURPOSE

To set forth guidelines for the collection of student financial obligations

II. BACKGROUND

Maryland State law permits school systems to require restitution for damage, destruction, or substantial decrease in value of school property or property of another that is on school property as a result of a student's violation of a state or local law or regulation. [See Montgomery County Public Schools (MCPS) Regulation ECC-RA, *Loss of MCPS Property*.]

III. DEFINITION

A financial obligation is money owed to replace or repair MCPS property that has been lost or damaged, or to reimburse MCPS for unpaid fees owed by the student.

IV. PROCEDURES

- A. Students are expected to return MCPS textbooks, library materials, and other instructional materials, supplies, and equipment, in good condition.
- B. Students are required to reimburse the school system in any case where they are responsible for the loss of or damage to MCPS property (building and grounds, instructional materials, or equipment) up to \$2,500 unless referred to the Department of Juvenile Services.
 1. In cases of financial hardship, a student may be given the opportunity to make restitution to the school by some alternate appropriate means.

2. The principal, in collaboration with the student and parent, is responsible for determining the appropriate action to be taken.
- C. Each principal is responsible for implementing in his/her school a plan to monitor the school's inventory of instructional materials, supplies, and equipment, and to collect financial obligations owed to the school.
- D. Consequences for a student's failure to pay a financial obligation to MCPS shall be included in the local school's discipline plan.
1. Students must be provided access to school-furnished instructional materials or equipment required for course completion. However, for students who lose or damage course materials or equipment and fail to pay financial obligations, schools may place reasonable restrictions on how needed materials or equipment are reissued or accessed.
 2. Report cards and transcripts will not be withheld as a consequence of unpaid financial obligations.
 3. Resident students may not be denied reenrollment on the basis of unsatisfied financial obligations to the school.
 4. Nonresident students may be denied reenrollment on the basis of unsatisfied financial obligations to the school.
- D. If the principal believes there is a need for legal action to be taken, he/she shall consult with the appropriate associate superintendent within the Office of School Support and Improvement.
- E. The collection and deposit of fees appropriate under this regulation shall be made according to approved MCPS procedures.
1. Fees for financial obligations for lost or damaged materials, supplies, or equipment are established based on condition, age, and replacement cost.
 2. Fees and restitution for financial obligations due to the damage of school property, buildings, or grounds will be established as described in MCPS Regulation ECC-RA, *Loss of MCPS Property*.
 3. Financial obligation fees collected are to be utilized to replace, repair, or replenish the school's inventory of like materials, supplies, or equipment.

4. Monies collected are to be deposited in the school's Independent Activities Fund, according to procedures set forth in the *Financial Manual*.
5. Financial obligations owed by students are not absolved when students articulate to other MCPS schools. Financial obligations may be collected by other schools but are payable to the originating school. Consequences for financial obligations do not follow the student from elementary school to secondary school.

Regulation History: New Regulation November 17, 2003, revised July 24, 2013.