

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: February 14, 2017

REVISED:

224.1-AR-0. STUDENT INDEBTEDNESS

Reasons For Student Indebtedness

There are many reasons students can become indebted to the District. Some of the more common reasons include:

1. Loss of or damage to educational materials entrusted to a student, including textbooks, workbooks, audio-visual materials, library materials, electronic devices, etc.
2. Damage to building facilities and/or equipment by a student.
3. Loss of or damage to extracurricular equipment or supplies entrusted to a student.
4. Other reasons as determined by the principal.
5. Food service indebtedness is addressed in [808-AR-0. Cafeteria Operations](#).

Collection Of Student Debts

Building Level –

The principal shall designate staff members responsible for collection of student debts.

When a debt is incurred by a student, the staff member responsible for collecting the debt shall notify the student, the parent/guardian and the principal. Notification shall include:

1. Reason for debt;
2. Amount of debt; and
3. Procedure for payment.

When payment is made, a receipt shall be issued to the student or parent/guardian by the designated staff member. A copy of the receipt shall be retained by that staff member or the principal.

Money/checks collected will be submitted to the principal for processing through the Business Office.

If materials are returned in the condition in which they were issued as determined by the staff member, the payment will be refunded in full.

The principal may waive all or a portion of a debt if s/he determines any of the following conditions are met:

1. The student or parents/guardians are financially unable to pay the debt.
2. The cost to notify the parents/guardians and/or refer the financial obligation to the local magistrate would cost more than the debt to be collected.
3. Mitigating circumstances preclude collection of the debt.

District Level –

Debts incurred as a result of theft or damage to facilities and equipment are reported to the Business Office on an incident report.

The Business Office shall invoice the parent/guardian for the amount of damages.

The Business Office shall send notification to the parent/guardian that legal action shall be taken if arrangements for payment have not been made within thirty (30) days.

Consequences Of Nonpayment

If a resolution regarding payment is not reached, the following actions may be taken:

1. Withholding a diploma and/or final transcript until the debt is paid.
2. Exclusion from extracurricular activities.
3. Revocation of other privileges.

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224.1-AR-1. LETTER FOR NONPAYMENT OF FINANCIAL OBLIGATION

(Date)

Dear _____:
(Parents/Guardians)

This letter is to inform you that the financial obligation assigned to _____
(Student Name)

on _____ has not been paid.
(Date of Initial Notice)

The student still owes the school district the amount of \$ _____ for

(Loss, damages or replacement and name of article)

If this amount is not submitted to the school within thirty (30) calendar days of the date of this letter, _____, I will immediately refer the student's financial obligation to the local magistrate for processing and collection. Additional court fees related to this referral will be added to the initial costs assigned to the student.

I strongly recommend that you take care of this matter as soon as possible and within the stated time period to avoid additional costs and legal action.

Sincerely,

Business Manager