

JNB – DELINQUENT STUDENT FEES, FINES AND CHARGES

To insure the payment of bills, the business manager shall send a letter to the parents/guardians notifying them that their student or students owe one or more fees, fines, or other charges in the amount of \$100 or more and the reason the money is owed to the school district and the consequences of non-payment. If the bill or accumulation of bills, attributed to the same student or students, continues to grow to \$300 the Business Manager shall send a second letter to the parents stating that if the total bill is not paid in full, or an agreement to a payment plan in writing and signed by the parent is not reached, the Highmore-Harrold School District will file a complaint in Small Claims Court. The letter shall inform the parents/guardians that if the amount owed is not paid in full within sixty (60) days of the letter being mailed to the parents/guardians, the account shall be considered delinquent and the District shall file a complaint in Small Claims Court. The business manager shall file a Small Claims Court complaint if the account is not paid in full within sixty (60) days of the letter being mailed to the parents/guardians, or by the date specified in the payment plan.

Adopted: December 10, 2018