

ADMINISTRATIVE REGULATION for Policy 808.1

The teacher and/or activity advisor will notify the parents of students in writing when there is a cost to participate in a particular activity. This notification shall advise the parents of the amount of the financial obligation owed to the district and provide a due date for receipt of payment.

- If debt is \$30 or more and it is five (5) days after the due date of the obligation and the payment has not been received, the building principal will send a letter to the parents informing them of the delinquent financial obligation owed to the district and a payment plan may be offered to the parents for no less than \$25 per month.
- If fourteen (14) days have passed after the initial due date in the letter, and the district has not received any notification from the parents, the individual office will send a certified letter to the parents reminding them of the financial obligation.
- If no payment is received after receipt of the certified letter, those students will not be allowed to participate in any extracurricular activity that has cost associated with it sponsored by the school district and Infinite Campus access will be disabled for the household.
- If the student is a senior, and at the time of graduation, the obligation is still delinquent, that student will not be allowed to march at graduation.
- Other administrative options include:
 - ✓ Barring students from all after school events
 - ✓ Barring participation at commencement
 - ✓ Withdrawing parking privileges
- All costs associated with the collection of the balance due are the responsibility of the parent/guardian and is added to the delinquent balance, i.e. certified fee, court filing fees, etc.