

799 DELINQUENT ACCOUNTS POLICY

I. PURPOSE

It is the duty and responsibility of the school district to collect all monetary resources due to ISD #858 on behalf of its taxpayers. These procedures are developed to meet that responsibility.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the intent of St. Charles Public Schools ISD #858 to work cooperatively with those who have payments due to the district. An overdue payment will be addressed with the understanding that the owing party has the intent to pay in full the money they owe the district. In the apparent absence of such intent, the district shall take the steps necessary to collect such funds.
- B. The procedures in this policy shall apply to all forms of money owed by individual parties to the school and its related activities, including the collection of insufficient funds checks.

III. DEFINITIONS

“Delinquent” – any amount of money owed in excess of 60 days past due or in excess of \$200.

IV. SCHOOL DISTRICT ACTION

- A. Delinquent account owners shall receive a letter from the business office with the expectation of 50% payment of the outstanding balance being paid within seven (7) calendar days of the letter date, and full payment within fourteen (14) calendar days of the letter date, or other payment arrangements made. The letter would also indicate immediate discontinuation of services if no payment or communication is received by the end of the first seven (7) calendar days.
- B. In regard to the School Age Child Care program, after thirty (30) calendar days of no payment, the child(ren) will not be allowed to attend the program until payment is made in full or other payment arrangements have been made with the District Office. Parents will be notified by email.
- C. If the terms are not met in examples ‘a’ and ‘b’ above, district services to the child shall be discontinued in the related program, and the district will pursue other means of collection.

- D. The superintendent shall have authority to modify these actions if there is sufficient communication from the owing party for alternative arrangements for payment.

V. DISSEMINATION OF POLICY

- A. This policy shall be included in the policy manual on the school district website.
- B. This policy shall be available to all parents of School Readiness and SACC students at the start of each school year.
- C. This policy shall be included in all letters mailed in Section IV.

Cross -References: Policy 534 Unpaid Meal Charges
Policy 902 Use of School District Facilities and Equipment
Policy 550 MSHSL Activity Fees