

**AHSTW Community School District**  
Administrative Rules Re: Board Policy 503.3

Overdue account balances have created many challenges for our school system. Unpaid fees result in a loss of revenue that the District could use to purchase textbooks, student classroom supplies, computers, and other technology. As a result of the negative impact these accounts have had on our school system, the District has created policy with regard to delinquent accounts.

***Family Accounts***

A “family” account includes all students in any grade level (preschool through 12<sup>th</sup> grade) who are part of the same household and/or who have the same parents or guardians. Unless prior arrangements are made with the District Office, all family accounts are expected to be kept current. Account charges may include registration fees, fines, and school meals.

***Food Service Procedures***

The AHSTW Community School District Food Services program is guided by government regulations to provide well-balanced meals to students. The program provides breakfast and lunch menus that include a variety of foods. The program supports itself through student and adult meal sales and federal and state reimbursement for student meals. The Food Service Program is a self-sufficient, non-profit program that relies on timely payment of account balances to remain fiscally solvent.

School meals are expected to be paid in advance. If any lunch account should reach a negative amount, the district will begin notifying families through our school messenger system.

***Collection of Unpaid Accounts***

The District is willing to set up a payment plan for overdue family accounts greater than \$100. However, it is the responsibility of the parent/guardian to ensure that all payments are made by the agreed upon due dates.

If a family’s account balance remains overdue, in any amount, for a period exceeding 60 days, and the family has not set up and/or adhered to a payment plan, the AHSTW Community School District may file a claim with the Pottawattamie County Small Claims Court. Small Claims Court will require the parent/guardian to pay the outstanding balance due to the school in addition to all court costs.

Timely payment of all school fees and lunch account funds is expected. Parents are encouraged to take care of any past due account balances prior to registration for the school year. Please contact the Superintendent’s Office at 712.343.6364 if you have any questions or wish to set up a payment plan.