

No. 808-AR-2

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

STUDENT OBLIGATION PROCEDURES

1. The cafeteria, library, and Principals' office will continue to send notices with students when their accounts over draw, a book is not returned, and/or school property is lost or damaged. (Just as in the past.)
2. A courtesy "School Reach" is sent by the front office when a student's account reaches a -\$5.00. The cafeteria, library and Principal's office will notify the front office on a bi-weekly basis.
3. The Principal's office will send a courtesy letter when a student's account reaches a -\$10.00. The cafeteria, library and Principal's office will notify the front office on a bi-weekly basis.
4. Under the Community Eligibility Program or CEP, all students are eligible to receive a free breakfast and lunch. As such the only money exchanged will be for ala cart items. All ala cart items are cash only and there are no student credit breakfast or lunch accounts.
5. The Principal's office will continue to send the end of the year obligation letter to parents of unpaid bills. Report cards will be held.
6. The Superintendent's office will send a letter on June 30, notifying parents of the warning to proceed to the court system and additional fees.
7. August 1, the Superintendent's office will send a certified letter to parents stating the costs due for the processing to the court system (citation), cost of certified letter, etc.

ADOPTED: 1/19/2015  
REVISED: 10/16/2017