

The School Board recognizes its legal responsibility to provide a public education for all students in the District. The Board also recognizes that certain educational program activities and materials may require special funding. Therefore, reasonable student fees may be charged accordingly. A student fee schedule shall be reviewed annually and adopted by the Board when a change is recommended. The fee schedule shall include the specific student fees to be charged, a general description of what each fee covers, and the fee amount.

Parents/guardians who claim that the financial condition of their families is such that they cannot afford to pay the established fees may request that the fees be waived or reduced. All fee waiver/reduction requests shall be submitted in writing and approved by the building principal or designee.

The student fee schedule shall be published annually in the back to school newsletter, posted on the District's website and distributed through other means necessary to inform families of the established student fees. Information regarding fee waiver/reduction opportunities will also be included in such postings and mailings.

Building principals shall be responsible for the accurate and timely collection of student fees in accordance with proper accounting procedures. It is the Board's expectation that all reasonable efforts shall be taken to ensure the collection of all fees due the District. After exhausting all other approaches to the collection of outstanding student fees, the Board authorizes the Superintendent or designee to pursue legal action through small claims court for the collection of unpaid fees due the District. The Superintendent shall inform the Board when such action is being taken.

LEGAL REF.: Wisconsin Constitution - Article X, Section 3  
 Sections 118.03(2) Wisconsin Statutes  
 118.04  
 120.10(15)  
 120.12(11)  
 120.13  
 121.41  
 121.54(7)  
 121.545

CROSS REF.: 662.1, Student Activity Funds Management  
 664, Cash in School Buildings  
 763, Food Service Meal Accounts

ADOPTED: 12/19/11