

Business

Materials and Other Fees

1. The Chief Financial Officer shall annually establish a fee schedule, in compliance with Wisconsin Statutes. The schedule should include fees related to the following:
 - Textbook and materials
 - Musical instruments
 - Athletic participation
 - Parking (at high school)
 - Activities and admissions (if attendance is optional)
 - Social, recreational or extracurricular summer school classes that are not credited towards graduation and for which no aid is received
 - Duplication of public records
 - Consumable materials and supplies

The fee schedule shall reflect that students who have established eligibility for free or reduced priced meals shall have textbook, materials, musical instrument, athletic participation, summer school fees waived for the school year for which eligibility has been established.

2. The Chief Academic Officer shall annually establish and approve fees for courses and testing for Advanced Placement and International Baccalaureate courses, in compliance with Wisconsin Statutes. Established fees shall include a determination if the course or testing fees should be waived due to a student's eligibility for free or reduced priced meals. All approved course fees for schools will be made available annually in the course guide or through a course fee schedule.
3. Fees for resale items or other items which are sold to students (i.e., locks and IDs) may be established by the building principal. Said fees shall not exceed the actual cost of the item for which the fee is established.
4. The Chief Financial Officer shall establish procedures for the tracking and reporting of fees, including the utilization of the student information system.
5. The Chief Financial Officer shall establish procedures for collection of delinquent fees including reporting to collection service agencies and filing collection with the small claims court. Students who have outstanding fees and charges will not be allowed to use a student parking space at the high school, participate in commencement exercises, attend District dances, and participate in District sponsored activities or on athletic teams. The procedures should outline a process for the waiver of delinquent fees in cooperation with the Department of Student Services.

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6. If the District charges for miscellaneous school supplies and materials, Wisconsin law requires the District to provide supplies or materials valued at equal to or greater than the amount charged for such supplies or materials.
7. Pursuant to Wisconsin Statute 118.04(4), the District may charge a fee beyond the supply and material costs incidental for a summer class only if (1) the class is social, recreational, or extracurricular, (2) the class is not credited towards graduation, and (3) the school does not receive state aid for the class under Wisconsin Statute 121.14.

Legal Reference: Wisconsin Statutes § 19.35(3); § 118.03; § 118.04; § 120.10 (15);
§120.12; § 120.13; § 120.13(1); § 120.13(17); § 121.41
Board of Education v. Sinclair, 65 Wis. 2d 179 (Wis. 1974)

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