



Book	Policy Manual
Section	Second Reading by Board
Title	STUDENT FEES, FINES, AND CHARGES
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#### 6152 - **STUDENT FEES, FINES, AND CHARGES**

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the Superintendent determines that a student is in serious financial need, s/he may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of his/her/an inability to pay any fee or charge imposed. (See also Policy 6152.01 - Waiver of School Fees or Fines; and [DPI guidance \(HTTP://www.dpi.wi.gov/sfs/finances/budgeting/school-fees\)](http://www.dpi.wi.gov/sfs/finances/budgeting/school-fees) regarding school fees.)

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from the resale of such material shall be returned to the Business Office with an accurate accounting of all transactions.

#### **Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries may be subject to appropriate fines.

#### **Collection of Fees and Fines**

Any fees (including trip fees) or fines collected by members of the staff should be handled pursuant to ~~( ) Policy 6630 – Cash Handling and Deposits~~ **(X )** appropriate District procedures **[END OF OPTION]**.

~~The District Administrator~~ Superintendent may waive fines or fees upon request, consistent with Policy 6152.01 - Waiver of School Fees or Fines.

In the event the foregoing above course of action does not result in the fee or fine being ~~waived~~ collected, and if appropriate measures do not result in collection of money owed to the District, then the Board authorizes the ~~Assistant Superintendent of Operations~~ Assistant Superintendent of Operations to take the student and/or the student's parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

~~Any fees (including trip fees) or fines collected by members of the staff are to be turned into the school office by the end of the day on which the money was collected. If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected, with a full accounting of all transactions.~~

~~The Superintendent may waive fines or fees upon request, consistent with Policy 6152.01. In the event the above course of action (and additional Business Office efforts to collect the funds) does not result in the fee or fine being collected, the Board authorizes the Business Office to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.~~

### **Student/Parent Rights**

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

### **Students Experiencing Homelessness - McKinney-Vento Act**

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment, notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

~~[ ] Students experiencing homelessness who are able to pay ( ) fees or fines ( ) fees or fines and refuse to do so [END OF OPTION] may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving personalhis/her student records, including diploma if earned, and final transcripts. [END OF OPTIONAL PARAGRAPH]~~

Revised 7/26/17

Revised 11/20/19

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**Last Modified by Ellen Suckow on February 24, 2026**