



Book	Policy Manual
Section	For 6-14-22
Title	VOL. 31, NO. 1 - WAIVER OF SCHOOL FEES OR FINES
Code	po6152.01 *CF 5/2022 READY *NEW POLICY*
Status	First Reading

VOL. 31, NO. 1

6152.01 - WAIVER OF SCHOOL FEES OR FINES

The Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program. The District Administrator may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding requests for the waiver of fees.

Eligibility Standards

Subject to completion of required forms or direct certification through the Wisconsin Division of Children and Families database, students eligible for a waiver of school fees or fines include, but are not limited to, the following:

- A. Students who qualify for free lunches or breakfasts under the School Free Lunch Program Act **and after submission and approval of the income-based application or direct certification through the Division of Children and Families State database.**
- B. Students who are experiencing homelessness pursuant to Policy 5111.01 - Homeless Students.
- C. **[X]** Other good and just reasons, as determined by the District Administrator.

Notification to Parents

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) of all students in the District.
- B. The first bill or notice sent to the parent(s) who owe fees shall state:
 1. The District will waive fees or fines for persons unable to afford them in accordance with this policy.
 2. The procedure for applying for a waiver, and the name, address, and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

- A. An individual who cannot pay school fees or fines may write a letter requesting a waiver of fees to the District Administrator. The letter must contain the following:
 1. name(s) of student(s)
 2. name of parent(s)
 3. address of parent(s)
 4. phone number of parent(s)
 5. school where child(ren) attend(s)

6. reason for request for waiver of fees

The District Administrator shall have the authority to review the waiver request and request such further information, if any, as **deemed** necessary in order to make a decision on that request.

- B. No fee or fine shall be collected from any individual who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the individual has been notified of the decision.
- C. If the District Administrator denies a request for a waiver, then within fifteen (15) school days of receipt of the request, a copy of the decision shall be mailed or provided in an appropriate method for those without a fixed residence or experiencing homelessness.

The decision shall state the reason for the denial and shall include the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement indicating that reapplication may be made for a waiver any time during the school year if circumstances change.

- D. Students experiencing homelessness shall be immediately enrolled, scheduled for transportation, or otherwise registered for school programming regardless of outstanding fines or fees. The waiver review process shall be reviewed accordingly. If the imposition of a fine or fee is not a barrier to educational program access, the student may be assessed the fine or fee.
- E. **[X]** The decision of the District Administrator is final.

OR

~~**[] An appeal of the District Administrator's decision must be made to the Board within seven (7) calendar days after receipt of the decision. An appeal shall be decided within thirty (30) calendar days of the receipt of the request for an appeal. () Parent(s) shall have the right to meet with the Board in order to explain why the waiver should be granted. [END OF OPTION]**~~

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials, pay required fees and/or fines and those whose parents can.

National School Lunch Act, 60 Stat. 230 (1946), 42 U.S.C. 1751 (as amended)

Child Nutrition Act of 1966, 80 Stat. 885, 42 U.S.C. 1771

42 U.S.C. §11432(g)(1)

118.55(5), Wis. Stats.

120.12(11), Wis. Stats.

120.12(17), Wis. Stats.

120.12(22), Wis. Stats.

121.54(8), Wis. Stats.

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121.54(8), Wis. Stats.

Last Modified by Coleen Frisch on May 13, 2022