

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**656 - Rule**

**STUDENT FEE GUIDELINES**

**A. Fee Payment**

1. Student fees shall be assessed in accordance with an annual fee schedule approved by the Board.
2. The District Administrator shall establish procedures for payment and collection of fees that comply with the District Office's procedures for handling cash payments.
3. Building principals shall be responsible for the accurate and timely collection of fees.
4. All fees shall be submitted to the District Office and deposited by the District Office in authorized District accounts.
5. Receipts shall be issued to parents/guardians for all fee payments received.
6. Fees shall be paid according to the following schedule unless an extension has been approved by the building principal:
  - First semester fees paid prior to the end of 1<sup>st</sup> quarter.
  - Second semester fees paid prior to the end of 3<sup>rd</sup> quarter.
7. Student/Parent Handbooks will contain information regarding the assessments of student fees. This notice will include the date established for fee payment and information about fee waiver/reduction requests.

**B. Special Provisions**

1. Payment Plan - Parents/guardians may request a payment plan with the building principal.
2. Student Transfers/Withdrawals
  - a. Students who transfer into the District during the first semester of the school year will pay 100% of their general school fees. Students admitted during the fourth quarter may have applicable fees waived by the building principal.
  - b. Students who transfer or withdraw from the District any time during the first quarter will be reimbursed 75% of the general school fees. Students who transfer or withdraw after the beginning of the second semester of the school year will not receive a refund of the general school fees.

**C. Collection of Unpaid Fees**

1. A letter will be sent to all parents/guardians who have not paid their children's fees by the school office 30 days after the fee payment deadline.
2. A second letter will be sent by the school office 60 days after the payment deadline to parents/guardians who have not acknowledged the previous letter. When applicable, the letter will also contain a statement that the students will no longer be able to participate in the activity for which the payment of charges is necessary until such time as the payment has been made.
3. If the above notices are not acknowledged, the principal will forward a list of those parents/guardians delinquent in meeting this obligation to the District Administrator. The District Office will send a third letter requesting payment. This letter will state any unpaid fees will be forwarded to a bonded collection agency.
4. The principal shall inform appropriate staff when a student is prohibited from participating in an activity until payment is made.
5. After exhausting all other approaches to the collection of delinquent accounts, the District Administrator shall be authorized to pursue collection through a bonded collection agency.

#### **D. Fees Charged**

1. Course and Material Fees: Fees charged for materials provided as a convenience to students to meet the requirements of a course of instruction shall be reasonable and kept to a minimum. Fees shall only be assessed for materials consumed in the class (i.e. food, shop materials, art supplies) or materials used to create a project of value that the student takes home (i.e. wood working, clothes making). The fees may not exceed the actual cost of materials provided to the student and may be charged only for items the student would have to provide, if not otherwise provided by the District.
2. Resale Fees: Resale of materials is permitted with approval of the building principal. Materials may be resold only if necessary to meet the requirements of a course of instruction or co-curricular activity. Resale fees shall be reasonable and kept to a minimum. Charges for resale fees shall not be greater than the actual cost to the District for the material sold. Actual cost will include an allowance for waste, spoilage and shrinkage if applicable.
3. Season Athletic Pass: An athletic pass may be purchased by all middle and high school students and district residents. Payment of the fee will entitle the pass holder to admission to all athletic events, other than WIAA sponsored events.

Privileges may be revoked by the building principal for violation of rules of conduct as established by the school, Board policy and District procedures.

4. Athletic/Extra-Curricular Participation Fee: An athletic/extra-curricular participation fee shall be charged to each middle school and high school student who participates on a school-sponsored athletic team and/or specified extra-curricular activity. A student who has not paid the fee shall not be permitted to participate unless the Athletic Director/Building Principal has authorized a fee waiver.

Approved: June 16, 1997  
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