**Student Fees** **Policy 3003**

 Adopted August 23, 2021

Reasonable student fees may be charged in connection with certain items, materials, and activities. Except as otherwise provided in this policy or authorized The Kenosha Schools of Technology Enhanced Curriculum Governance Board, the Board shall approve the amount of each student fee and may do so by adopting a schedule of various fees. When establishing a fee, the Board may expressly identify whether the fee is subject to possible waiver (in whole or in part) based on ability to pay. However, if the Board fails to specify whether a particular fee is subject to possible waiver, the fee shall be considered non-waivable except as otherwise required by law.

Parents and 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. The Chief Executive Officer (“CEO”) or designee shall approve or deny the request according to any lawful means.

The business manager 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 to The School. To the extent permitted by law, the administration may withhold school-related privileges from a student/family who refuses to pay applicable fees or who refuses to accept or fails to adhere to a payment plan offered by the administration. After the administration holds or attempts to arrange an in-person meeting with a parent or guardian, makes a good faith effort to offer a payment plan for the amount owed, and provides a final notice of the amount due, the Board authorizes the CEO to pursue legal action through small claims court for the collection of unpaid fees due The School. The CEO shall inform the Board when such legal action is being taken.

This policy does not apply to the establishment of school meal or food and beverage prices or to the processing of applications for free or reduced-price school meals.