

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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## SCHOOL FEES

A refund of these fees will be made to a parent when a student is withdrawn from the district schools and returns partially used workbooks in accordance with the following schedule:

To help offset the rising cost of instruction materials, the Board of Education hereby authorizes the collection of specific student fees. These fees, except where noted, are to be collected at the beginning of each school year and deposited in the general fund. The Superintendent may establish an installment payment schedule if this is requested in writing.

### Section 1. Expendable Supplies

The fee for workbooks and other expendable supplies will be as follows:

Early Childhood / 4-year-old Preschool	\$15.00
Kindergarten	30.00
Grades 1-6	30.00
Grades 7-12	35.00
Special Education	At appropriate grade level

The fee for expendable supplies will be prorated for the pupil who transfers into the Port Washington-Saukville School District after the opening of the school year as follows:

1 <sup>st</sup> quarter	Full payment	3 <sup>rd</sup> quarter	60% payment
2 <sup>nd</sup> quarter	80% payment	4 <sup>th</sup> quarter	40% payment

A refund of these fees will be made to a parent when a student is withdrawn from the district schools and returns partially used workbooks in accordance with the following schedule:

1 <sup>st</sup> quarter	60% refund	3 <sup>rd</sup> quarter	No refund
2 <sup>nd</sup> quarter	40% refund	4 <sup>th</sup> quarter	No refund

The maximum charge per family for expendable supplies shall be \$105.00.

### Section 2. Activity Fees

#### A. High School Extra-Curricular Activity Fees

A fee will be charged for all after-school athletic and other co-curricular activities that have a paid coach/advisor and requires out-of-district travel. The fee must be paid prior to the activity's first practice or meeting. The student will not be allowed to participate in the activity until the fee is paid. The following fees will be assessed:

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Each activity	\$ 85.00
Student maximum	170.00
Family maximum	340.00

- B. High School Co-Curricular Non-Athletic, Non-Philanthropic Activity Fees – a fee will be charged for all after-school co-curricular activities including music activities (i.e. Women’s Show Choir, Men’s Chorus, Pit Band, All-School Musical), theater activities (i.e. One Act Play, Three Act Play) and newspaper/yearbook activities. The fee will allow unlimited participation in any or all of these activities. This fee is not part of the family maximum listed in Expendable Supplies. This fee can be applied to student maximum or family maximum in Section A – High School Extracurricular Activity.

Unlimited activities	\$ 20.00
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- C. Middle School Interscholastic Sports Activity Fee  
A fee will be charged for participants in all interscholastic sports teams. An interscholastic sports team competes against other schools, has a paid coach, and requires out-of-district travel. The fee must be paid prior to the first practice. A student will not be allowed to participate in the activity until the fee is paid. The following fees will be assessed:

Each student	\$ 60.00
Family maximum	120.00

## Section 4. Textbook Fines

Hardcover textbooks are issues to students without charge. Fines will be imposed for lost books and books damaged beyond normal use. The administration shall establish guidelines taking into consideration the cost of the books, both initial and replacement and the extent of the damage and cost of possible repair.

## Section 5. Transcript Fee

One copy of the student transcript will be provided by the high school without charge. A charge of \$1.50 for each additional transcript required by the student will be made. There shall be no charge for transcripts issued for scholarships or honor purposes.

Approved: 8/18/04  
Revised: 5/2/05; 7/14/08