



# Student Fees FAQ's for Parents

UPDATED MAY 2023

## WHAT FEES ARE CHARGED TO STUDENTS AND WHAT ARE THE AMOUNTS?

# SCHOOL DISTRICT OF OCONOMOWOC(OASD) 2023/24 Student Fee Schedule

	K4 (& EC)	K5	Grades 1 – 4	Grades 5 – 6	Grades 7 – 8	Grades 9 – 12
<b>Annual Fee ^</b>	<b>\$30.00</b>	<b>\$55.00</b>	<b>\$80.00</b>	<b>\$85.00</b>	<b>\$85.00</b>	<b>\$95.00</b>
<b>Other Fees:</b>						
<b>Club Participation Fee</b>		\$10.00	\$10.00	\$30.00	\$30.00	\$45.00
<b>Annual Music Instrument Rental</b>				\$150.00 per year/ \$75.00 per semester	\$150.00 per year/ \$75.00 per semester	\$150.00 per year/ \$75.00 per semester
<b>Padlocks (see notes)</b>				\$7.50	\$7.50	\$7.50
<b>Goggles</b>				\$9.00	\$9.00	
<b>Assignment Notebook/Agenda Planner *</b> <i>(optional for grades 7 and 8)</i>			\$4.00*	\$4.50*	\$4.50*	
<b>Pack N Read Bag (K5 only)</b>		\$7.00				
<b>Course fees - see detail list</b>					Various	Various
<b>Yearbook – standard ~</b> <i>(add \$5.00 for personalization at OHS)</i>				\$30.00~	\$30.00~	\$75.00~
<b>Student Parking<sup>†</sup></b>						\$150.00 Year \$75.00 ½ year
<b>Chromebook Insurance (grades 4-12 only and OVLC)</b>			\$25.00	\$25.00	\$25.00	\$25.00
<b>ID replacement</b>				\$15.00	\$15.00	\$15.00
<b>Athletic Fee (Annual Fee) +</b>					\$85.00+	\$160.00+
<b>Breakfast Prices***</b>		\$1.50	\$1.50	\$1.50	\$1.50	\$2.40
<b>Lunch Prices ***</b>		\$2.55	\$2.55	Tier I \$2.65 Tier II \$3.25 Chef's Meal \$4.00	Tier I \$2.65 Tier II \$3.25 Chef's Meal \$4.00	\$3.15
<b>Milk Prices (a la carte)***</b>	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50

**^ Annual School Fee is assessed for utilization of school textbooks, workbooks or worksheets, consumable school supplies, technology, and technology related supplies (such as ink and toner).**

\*Grades 3 and 4 at every elementary school use an agenda planner. Some elementary schools also use agenda planners in Grade 2. Prices may vary, please see school supply list and school communication for more information and grade specific fees that may apply.

\*\*\*Meal and milk prices subject to change based upon Board approval of 2023-24 food service budget.

~Amount subject to change based upon finalization of yearbook design and composition.

+ A \$60 equipment safety and reconditioning fee will be assessed to all athletes participating in tackle football.

**Note:** The 2023-24 Fee Schedule detailed above has not yet been approved by the Board of Education (BOE). All amounts are subject to change based upon District's cost to purchase the consumable supply and the BOE's review and adoption of the 2023-24 school year budget.

## IMPORTANT NOTES:

<sup>1</sup>Students with prior year(s) outstanding student fee balances may not be issued parking passes, issued an optional Bus Contract or be allowed to participate in High School graduation ceremonies.

~Amount subject to change based upon finalization of yearbook design and composition.

+ \$60 equipment safety and reconditioning fee will be assessed to all athletes participating in tackle football.

\*Grades 3 and 4 at every elementary school use an agenda planner. Some elementary schools also use agenda planners in Grade 2. Prices may vary, please see school supply list and school communication for more information and grade specific fees that may apply.

\*\*\*Meal and milk prices subject to change based upon Board approval of 2023-24 food service budget.

A **Breakfast Meal Program** is currently provided at all schools with per meal costs of \$1.50. A program menu is available on the District's website. *Subject to change with Board approval of 2023-24 food service budget.*

**Lunch Prices** for the 2023-24 school year are detailed in the Fee Schedule. The monthly lunch program menu is available on the District's website. *Subject to change with Board approval of 2023-24 food service budget.*

## WHEN ARE MY FEE DUE?

All fees are due at the time they are placed on the account. A grace period for fees assigned during registration is given until the first day of school (for the 23-24 school year this is 9/1/2023). Or you have the option to submit a request to be placed on a payment plan (see additional question below regarding payment plans).

Fees assessed after the start of school are due on the day they are placed on the account; you should receive an email notification each time a fee is added to your account.

All fees regardless of when they are placed on the account are due by 6/15/24 to avoid being sent to collections.

## WHAT DOES THE ANNUAL FEE PAY FOR?

The revenue generated through the Annual fee helps fund the programs and services we provide to our students every day. Many of the supplies and materials you see in our classrooms are being funded directly through the Annual fee (i.e. textbooks, workbooks, consumable school supplies, technology, and technology related supplies, and other miscellaneous items such as ink and toner).

Wisconsin State statute and related case law outlines the areas for which a school district can assess a fee. The Department of Public Instruction (DPI) provides further assistance and clarification regarding this topic.

## MY SON/DAUGHTER ENROLLED LATE IN THE SCHOOL YEAR. IS MY ANNUAL FEE PRORATED?

A student that enrolls in our school district between the beginning of the school year and 1<sup>st</sup> semester end date will be charged 100% of the Annual Fee. If the enrollment date is the first day of 2<sup>nd</sup> semester through the end of the school year, 50% of the Annual Fee is charged.

## **MY SON/DAUGHTER IS WITHDRAWING OR GRADUATING BEFORE THE END OF THE SCHOOL YEAR. IS MY ANNUAL FEE PRORATED?**

A student that withdraws from our district between September 1<sup>st</sup> and 1<sup>st</sup> semester end date is entitled to a refund of 50% of the Annual Fee.

A student that withdraws between first day of second semester and the end of the school year will not receive a refund.

## **MY CHILD IS ATTENDING AN ALTERNATIVE SCHOOL. WHY IS THE SCHOOL DISTRICT CHARGING ME A FEE?**

The following schools are affiliated with the Oconomowoc Area School District; therefore, the Annual Fee does apply Richardson School, Norris School and Genesee Lake School (schools/locations may vary per year).

If your student enrolls in the Preschool Speech/Early Childhood education program the Annual fee related to K4(EC) will be assessed to his/her account

## **MY CHILD IS HOME SCHOOLED AND TAKES 1 (OR 2) CLASS(ES) FROM AN OASD SCHOOL. WHY WAS I CHARGED A FEE?**

A student that is home schooled can take up to 2 courses per semester through Oconomowoc Area School District and will be charged ½ the Annual fee per semester plus any additional course fees applicable.

## **WHERE DO I PAY FOR ADVANCED PLACEMENT (AP), INTERNATIONAL BUSINESS (IB) OR COLLEGE CREDIT COURSE FEES?**

Advanced Placement (AP) and International Business (IB) course test fees will be billed on your student's fee management account and can be paid through Family Access. The fees must be paid prior to the test date in order for the student to take the exam.

College Credit course fees will be billed to your student's account at registration. The fees will need to be paid for through Family Access, as these fees do not qualify for the Free and Reduced waiver. Teachers will send out further details regarding the college credit course fees in the beginning of the school year.

## **WHAT DOES THE CHROMEBOOK INSURANCE FEE PAY FOR? FOR ADDITIONAL INFORMATION PLEASE SEE THE FULL PROGRAM DETAILS AT [Chromebook Program](#)**

OASD is offering optional Accidental Drop/Damage Insurance for student-issued Chromebooks *in grades 4-12*. Chromebook insurance is not needed for children in grades K-3 for in person learning. This fee is not eligible for proration. This plan will cover the cost of accidental damage (as determined by the District) to a student's Chromebook. Families who purchase this insurance will have the Chromebook repaired/replaced at no additional cost should accidental damage occur during the student's use.

If this fee is not paid for by 9/1/2023 the insurance will be cancelled, and the fee removed from the students account.

## **MY CHILD DROPPED A COURSE THAT CARRIES A FEE. WILL THE FEE BE REMOVED?**

If a year-long course is dropped within the first two weeks of the beginning of the school year (September 18<sup>th</sup> for the 2023-24 school year), the course fee will be removed. A year-long course dropped after this date will not result in any proration of fee.

If a term or semester course is dropped within the first two weeks of the beginning of the semester (September 18<sup>th</sup> and February 5<sup>th</sup> for the 2023-24 school year), the course fee will be removed. Courses dropped after the first two weeks of the semester will not be prorated.

Workbook fees related to a course will not be refunded.

If the fee does not drop from your students account, please call the school office, and let them know so that they can look into it and adjust your fees.

## **HOW MUCH DOES A PARKING PERMIT COST?**

Parking permits are \$150 per year and can be purchased at the OHS office. **A parking permit will not be issued to any student with outstanding student fees from the prior school year.**

## **IS THE ATHLETIC FEE OWED FOR EACH SPORT?**

Athletic Fees are not ‘per sport.’ The fee is paid once per year, per student-athlete without regard to how many sports the student-athlete may join. Per athletic department procedures, the fee may be paid in advance at registration or at the beginning of the first sport season of participation.

A \$60 equipment safety and reconditioning fee will be assessed to all athletes participating in tackle football.

Non-WIAA athletic programs such as but not limited to OHS Hockey, Bowling and Ski Racing programs are exempt from the athletic fee.

## **WHAT DOES MY CLUB PARTICIPATION FEE PAY FOR?**

The Club Participation Fee enables a student to join any club for which he/she is otherwise qualified. The fee may be paid in advance, at registration, or at the start of the club. The fee is non-refundable and is paid once per year per student without regard to how many clubs in which they participate.

## **DO I HAVE TO PURCHASE NEW PADLOCKS AND GOGGLES EVERY YEAR?**

Padlocks and Goggles can be re-used from year to year. 5th and 6th grade students require (1) padlock for their standard locker. 7th through 12th grade students require (2) padlocks, one for their standard locker and one for their gym locker.

## **HOW DO I FIND OUT WHAT FEES I OWE?**

Student fee billing statements are emailed monthly to the person listed as Family 1-Guardian 1 on the student’s account. They are also posted to Family Access. Student fees can be reviewed and paid in the

Family Access Parent Portal under the Fee Management tab. If you need to update your address, switch who is Guardian 1 or add an email address please contact your student's site office for assistance.

If there are fees on your students account that you don't know what they are for, feel are in error or for materials you never received it is your responsibility to call the school office and discuss this to see if an adjustment needs to be done to the account. With over 5,000 students we try our best to keep on top of fee accounts but sometimes we just need a friendly reminder so we can make sure everything is correct on the accounts.

If you see a line item on your fee statement for: TRANSFER BALANCE IN, these are for fees that were owed at a previous school and were transferred to the new school in a lump sum. Whenever a student transfers from elementary to intermediate or from intermediate to high school our system carries that outstanding balance forward to the new school but only in total and not in detail. If you need a breakdown of these fees, please call the school in which the fees originated in and they will be able to help you.

## WHAT ARE THE CONSEQUENCES FOR OUTSTANDING FEES?

Students with outstanding fee balances (instructional and/or food service) shall not be:

- Approved for pay-to-ride transportation agreements
- Issued a Parking Permit (continuing from the 2021-2022 school year)
- Allowed to participate in High School Graduation ceremonies

Student will not be allowed to participate in Athletics if they have any of the following:

- Have not paid prior year(s) athletic fee
- Have any outstanding damaged/lost equipment obligations
- Have any other Athletic Department outstanding obligations
- Have failed to honor previous payment plans

Any fees charged to a student's Skyward account after May 31st that are not paid will not exclude a student from participating in graduation ceremonies, however, the district shall turn over any unpaid fee balances to collections.

## HOW CAN I MAKE A PAYMENT ON MY CHILD'S FOOD SERVICE ACCOUNT?

**Payment for the Lunch/Breakfast Program** may be made through Skyward Family Access. The convenience and flexibility of using Family Access for online payments will help to eliminate last minute check writing hassles, improve efficiencies, and reduce worries that a child may lose or forget the money intended for school lunch or that he/she might spend it on other non-lunch items. *For more information about the District's food service program, including online payment instructions, visit the District's website under "Family Resources – Food Services" or contact the Food Service Director at (262)560-2146.*

## I RECEIVED A LOW BALANCE REMINDER ON MY STUDENT'S FOOD ACCOUNT, HOW CAN I SET UP AUTO REPLENISH?

Log into your Family Access account, click on the Food Service Tab

Click on [Make a Payment](#)

Once you have been redirected to OASD's web store you can click on

[SIGN IN TO SET UP AUTO REPLENISH](#)

## MY CHILD'S FOOD ACCOUNT IS NEGATIVE, WHAT SHOULD I DO?

It's important to keep a positive balance in your child's food service account to ensure they can participate in the food service program. Prepayment is required in family meal accounts, which includes charges for breakfast, lunch, and other a la carte items.

Every effort will be made by the Oconomowoc Area School District to keep parent(s)/guardian(s) informed regarding their family meal account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account so that the district can provide meals to their children.

See our [Negative Meal Account Procedure](#)

## CAN I HAVE MY FEES WAIVED?

The OASD follows these guidelines concerning waiver of fees in cases of financial hardship:

- Complete a Free and Reduced Lunch Application available late summer on the Food Services page at the District Website [www.oasd.org](http://www.oasd.org). You must re-apply each school year for Free and Reduced Lunch even if you qualified in prior school years.
- Annual fee, IB and AP course fees "Required fees" can be waived if the family qualifies for free/reduced price meals per the USDA income criteria.
- Optional Fees "Non-Required fees" – These fees are NON-WAIVABLE and must be paid by the parent/guardian.
  - Activities – such as sports, clubs
  - Optional courses/course materials – such as Band, Choir, OHS/SLI/NHI courses, College credit courses, workbooks
  - Tangible items – such as Music Instrument Rental, Parking Fees, padlocks, goggles, assignment notebooks, earbuds/headphones, yearbooks, ID replacements, library fines, Chromebook damage/replacement
- If you are NOT eligible for Free and Reduced lunch and are unable to remit full payment, please complete a Payment Plan Agreement Form or contact your students school office for other fee waiver consideration.

## MY CHILD QUALIFIES FOR FREE & REDUCED LUNCH, WHAT OTHER FEES CAN BE CONSIDERED

## FOR DISCOUNTING?

Within the Free & Reduced lunch application there is a form titled [SHARING INFORMATION WITH OTHER PROGRAMS](#). Parents of students that qualify for Free & Reduced Lunch may fill out this form and return it to the student's site office to be considered for discounted fees for items such as field trip fees, summer school fees, and possible community resources. These fees are not discounted until after the form is completed and submitted.

The following timeline will be considered by OASD when determining discounted or refunded student fee amounts for Free & Reduced Lunch-eligible students:

Form submitted on or before January 31 – full discount/refund of eligible fees

Form submitted between February 1 and February 28 – 50% discount/refund of eligible fees

Form submitted after March 1 – no discount/refund of eligible fees

## I AM UNABLE TO PAY FOR MY CHILD'S FEES IN FULL AT THE START OF SCHOOL. HOW DO I SET UP A PAYMENT PLAN?

You can find the quarterly payment plan contract that outlines the expectations on our website by [clicking here](#). (Please note: A payment plan is not in effect until approved by the Business Office and the first payment has been made.)

- Payment plans shall not have a term beyond the current school year.
- Payment plans are approved and set up by the Business Office. **Payment plans will not be approved if there are outstanding fees from a prior school year.**
- When will my payments be due?
  - **1<sup>st</sup>** payment is due September 15<sup>th</sup>
    - ***This payment must be made prior to a payment plan agreement being approved, see table below for payment amount.***
  - **2<sup>nd</sup>** payment is due November 15<sup>th</sup>
  - **3<sup>rd</sup>** payment is due February 15<sup>th</sup>
  - Final payment due May 15<sup>th</sup>
- Payment plans are considered void once a payment is missed. The remaining outstanding balance must then be paid within 30 days or it will be referred to Waukesha County Collections.
- What fees are **not** eligible for a payment plan?
  - Fees for *tangible items* such as music instrument rentals, parking, padlocks, goggles, assignment notebooks, earbuds/headphones, yearbooks, ID replacements, library fines, Chromebook Insurance, Chromebook damage/replacement are not eligible for a payment plan. **Fees for tangible items must be paid in full before a payment plan will be approved.**
- What fees are eligible for a payment plan?

At the **Elementary school** level ONLY the Annual fee is eligible for a payment plan



GRADE	PAYMENT 1	PAYMENT 2	PAYMENT 3	PAYMENT 4	TOTAL
	<i>BELOW AMOUNT PLUS ANY INCIDENTAL FEES</i>				
K4 (& EC)	\$7.50	\$7.50	\$7.50	\$7.50	\$30.00
K5	\$13.75	\$13.75	\$13.75	\$13.75	\$55.00
GRADES 1-4	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00

At the **Intermediate school** level ONLY the Annual fee is eligible for a payment plan

GRADE	PAYMENT 1	PAYMENT 2	PAYMENT 3	PAYMENT 4	TOTAL
	<i>BELOW AMOUNT PLUS ANY INCIDENTAL FEES</i>				
5-8	\$21.25	\$21.25	\$21.25	\$21.25	\$85.00

At the **High school** level ONLY the Annual fee and AP/IB courses fees are eligible for a payment plan

GRADE	PAYMENT 1	PAYMENT 2	PAYMENT 3	PAYMENT 4	TOTAL
	<i>BELOW AMOUNT PLUS ANY INCIDENTAL FEES</i>				
9-12	\$23.75	\$23.75	\$23.75	\$23.75	\$95.00
AP COURSES	\$23.75	\$23.75	\$23.75	\$23.75	\$95.00
IB COURSES	\$30.50	\$30.50	\$30.50	\$30.50	\$122.00

## THE WAUKESHA COUNTY COLLECTIONS DIVISION CALLED ME. WHY WERE MY STUDENT'S FEES TURNED OVER TO COLLECTIONS?

Per School Board policy, the Director of Business Services is authorized to turn the uncollected payments to an appropriate source for collection. Every effort will be made prior to submission to communicate and collect the outstanding balance.

All outstanding balances, including negative lunch balances, as of June 15<sup>th</sup> will be sent to collections.

## HOW CAN I SEE IF I HAVE A SURPLUS (CREDIT) BALANCE ON MY ACCOUNT?

Within your Family Access account, go to the Fee Management tab. Then, click on View Totals in the header section.

### SURPLUS BALANCES

Surplus balances will automatically be applied to outstanding fees or new fees that are assigned to the student's account; this includes a negative balance on the student food service account. If parents wish to dispute any outstanding fee they must do so prior to requesting a refund and within the same school calendar year. We are unable to adjust paid fees once our system rolls over to a new school year. Parents can request to have the credit balance transferred to the student's food service account. AA's can also suggest low credit balances to be donated to their sites Angel Fund.

All credit balance requests will now need to have a Google form filled out by the parent and submitted to the Business office: [Parent request to move or refund credit balance](#)

A refund may be requested from the Business Office if

- 1) The student has graduated or left the district, or all fees have been paid in full and
- 2) The amount of the refund is greater than \$15 per household. If less than \$15 you can request that the credit balance be donated to our Angel funds account.

## **MY CHILD HAS A SURPLUS (CREDIT) BALANCE. HOW DO I REQUEST A REFUND?**

Contact your students school office they can help you with your request.

Surplus balances will be applied to outstanding fees or new fees that are assigned to the student's account.

Any refund due to a family will first be processed against outstanding household balances including negative food service balances. If you wish to dispute any outstanding fee you must do so prior to requesting a refund and within the same school calendar year. We are unable to adjust paid fees once our system rolls over to a new school year.

A refund may be requested from your student's site office if:

1. the student has graduated or left the District, and
2. the amount of the refund is greater than \$15 per household. If less than \$15 you can request that the credit balance be donated to our Angel funds account.

You can request that the credit balance be moved to your child's food service account.

## **MY FOOD SERVICE ACCOUNT HAS A BALANCE, CAN I GET THIS REFUNDED?**

Food service balances roll over from year to year.

You can request to have the balance used to pay outstanding student fees.

The only time a refund can be requested is if your child is the last student to attend OASD and they are a graduating senior. Or all students within your household are withdrawing from OASD.

All food service balances that are not requested for a refund, based on the above criteria, will be donated to our Angel Fund.

## **IF YOU HAVE OTHER QUESTIONS, PLEASE FEEL FREE TO CONTACT US!**

Your site school's office can answer all student fee related questions.

***Greenland Elementary: (262)-560-8100***

***Ixonia Elementary: (262)-560-8400***

***Meadow View Elementary: (262)-560-8000***

***Park Lawn Elementary: (262)-560-8200***

***Summit Elementary: (262)-560-8300***

***Nature Hill Intermediate: (262)-569-4940***

***Silver Lake Intermediate: (262)-560-4300***

***Oconomowoc High School: (262)-560-3100***

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**Declaracion de Traduccion**

*Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Martita Mirsberger al (262) 560-8306 ext 8343.*

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**Nondiscrimination**

*The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*

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