



ADMINISTRATIVE POLICY No. 417

IMPLEMENTATION FALL 2006
REVISED FEBRUARY 2011
TO IMPLEMENT FALL 2011

STUDENT FEES

Prairie Spirit School Division believes that items essential to deliver and participate in the educational program of the school should not be paid for on a fee basis.

For the purposes of this policy, all school fees are considered public funds and shall be approved by the principal and follow policies and procedures for the safekeeping and accounting of funds. Purchase of goods and services from school fees shall follow the approved procedures of the school division.

Fees may be charged for specific materials for a particular course, such as a compass, a musical instrument, as examples and such charges are reasonable and based on recovery of actual costs to the school. As well a fee may be levied for supplies and materials not ordinarily provided by the school division, such as consumables like pencils, paper, notebooks, and personal use items of a general nature such as dictionaries.

DEFINITIONS

1. **"School Fees"** includes any and all fees, levies or charges levied on and payable by a student or by the student's parents/guardians for any course or any activity at the school or organized or sponsored by the school or the school division.
2. **"Instructional Materials and Supplies"** means supplies, materials, deemed by the School division to be necessary to the instruction of students, including textbooks, workbooks, novels and other written materials.
3. **"Off-site Activity"** means an educational, cultural or recreational excursion away from the school taken by the students under the direction and supervision of a teacher.
4. **"Special Equipment or Supplies"** – means equipment or supplies for a particular course that would not ordinarily be supplied by the

School division. *An example may be a student wanting to complete a wood project using oak instead of pine.*

5. **"Optional Items and Events"** means items or events available at or sponsored by a school which are not necessary to the instruction of students.
6. **"Food Services"** – means the provision of meals or snacks on a regular basis to students during the school day.

PROCEDURES

1. Only those school fees and levies as set out in this policy may be charged to students or parents/guardians.
2. School fees should take into consideration that no student will be denied access to course of instruction solely for reason of financial inability to pay the fees levied for such course and every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.
3. Students may be required to provide a reasonable selection of consumable instructional materials and supplies required for a course and not ordinarily provided by the school division such as paper (not for photocopier), pencils, notebooks or personal items of a general nature.
4. Schools may levy fees for special equipment or supplies provided that:
 - a. no charge, levy or fee shall be charged for any equipment, supplies or materials of any kind necessary to complete the requirements of a course of instruction; and
 - b. such charges are reasonable and based on recovery of actual costs to the school.
5. Schools may levy student representative council (SRC/SLC) fees to be collected and administered by the local student representative council provided that such fees are reasonable in amount and are used solely for the purposes of the student council and its related activities.
6. Schools may charge for transportation costs and entry fees for off-site activities provided that such charges are reasonable and based on recovery of actual costs to the school.

7. Schools may charge for optional items and events approved by the principal, provided however that:
 - a. such charges are reasonable;
 - b. students are given the opportunity to opt out of the item or event and not pay the charges; and
 - c. such items, events or activities are not compulsory in a mandatory course of instruction.
8. Schools that provide Foods Services to students may charge a nominal fee for the provision of such services.
9. General:
 - a. Fees are to be collected and administered through the school business office;
 - b. The principal will approve all fees in accordance with this policy; and
 - c. The principal shall follow all policies and procedures to ensure the safekeeping and accounting of funds.
 - d. Schools will provide a summary financial statement to parents at the end of the school year, outlining the charges levied and explanation of the expenditures.
10. Fee Schedule:
 - a. The Superintendent of Administration, Finance and Planning is responsible for establishing a *Student Fee Schedule* for the ensuing school year for Director of Education approval prior to March 1 of each year.
 - b. Conditions and instructions for the levying of any fee are to form part of a *Student Fee Schedule*.
 - c. Fees in the schedule are to be stated at maximum amounts per category.
 - d. All fees must be equal to, or less than actual costs.
 - e. Fees may be lowered at the discretion of the principal.

- f. School Principal shall submit a copy of the fee schedule for the upcoming year by April 1 each year to the School Community Council for review and advice to the School Principal.

FEE SCHEDULE

The levy of any fee should take into consideration that such charges are reasonable and based on **recovery of actual costs** to the school and the fees should take into consideration that no student will be denied access to course of instruction solely for reason of financial inability to pay the fees levied for such course and every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.

For any academic program, no fee shall be charged in order for the student to successfully complete the program.

Type of Fee	Maximum Fee
Per Occurrence Fee – <i>fees for admission to 'off-site activities' (optional)</i>	Reasonable and based on recovery of actual costs to the school
Lock Fee	\$10.00
Gym Clothing	Reasonable and based on recovery of actual costs to the school
Extra-Curricular – sports teams, drama clubs, etc. (optional participation)	Reasonable and based on recovery of actual costs to the school
School Planner/Agendas	\$10.00
School Supplies in lieu of 'school supply list' (Parent option)	Reasonable and based on recovery of actual costs to the school
Field trip/extracurricular travel (optional participation)	Reasonable and based on recovery of actual costs to the school
Yearbook (optional)	Reasonable and based on recovery of actual costs to the school
SRC/SLC	\$20.00
PAA Programs	Recovery of special project cost based on the student's project that exceeds the basic requirement of the program
Arts Education	Recovery of special project cost based on the student's project that exceeds the basic requirement of the program
Food Services (optional)	Reasonable
Caution Fee	\$40.00 but is refundable upon return of textbooks less cost related to willful damage to repair or replace
Grad Fees	Determined by Graduation Organizing Committee costs should be reasonable and based on recovery of actual costs
Band	Parents supply