



ADMINISTRATIVE POLICY NO. 610

IMPLEMENTATION FALL 2006

PURCHASE OF SERVICES

Prairie Spirit School Division contracts for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the division.

PROCEDURES

1. The Director of Education or designate may recommend the purchase of services from other institutions and school divisions when it is determined Prairie Spirit School Division is unable to provide a specific program or service for a student. Such service or program is to be consistent with those provided in accordance with the Ministry of Education regulations and policies.
2. The Director of Education or designate may recommend the purchase of service from another school division when lack of classroom space or geographical location necessitates transportation to another school division.
3. Distance education courses are to be considered for students when the school is unable to provide instruction.
4. Purchase of services for distance education will be supported in accordance with the following:
 - a. In-school administrators contact the coordinator responsible for the distance education budget prior to registration to ensure appropriate program approval and to ensure Prairie Spirit School Division has a record of distance education courses being taken by Prairie Spirit School Division students.
 - b. Registration requests received by the coordinator responsible before October 5 and March 5 will be considered for that semester's registration.

- c. The in-school administrator will submit a plan outlining suitable supports at the school level for the desired program.
 - d. Consideration for the type of distance education program to be supported through tuition funding will rely on the following, in order:
 - i. Capacity of the school to offer the desired program within the school program.
 - ii. Availability of a suitable synchronous (teacher and students are in class at the same time) distance education solution (such as Credenda) within Prairie Spirit School Division.
 - iii. Availability of a suitable asynchronous (teacher and students may be doing course tasks at different times) solution within Prairie Spirit School Division.
 - iv. Availability of a suitable synchronous solution within Saskatchewan.
 - v. Availability of a suitable asynchronous solution within Saskatchewan.
 - vi. Availability of a suitable solution outside of Saskatchewan.
 - e. Students are required to remit a deposit for each course in the amount of \$50.00 payable to Prairie Spirit School Division.
 - f. The deposit is to be reimbursed if the student has written the final examination for the course within one calendar year from the date of course registration. The in-school administrator shall submit a list of deposits to be reimbursed to the coordinator responsible when appropriate.
 - g. Deposits for any one family are not to exceed \$200.00 in any one school year.
 - h. Upon request from the in-school administrator to the coordinator responsible, the deposit may be waived in situations of financial hardship.
 - i. It is the responsibility of the school to collect any distance education materials purchased by the Division at the completion of the program. The cost of any lost, stolen or damaged materials may be deducted from the deposit.
5. Parents or guardians of home-based education students may apply to the Director or designate for assistance in purchase of correspondence courses or distance education in accordance with

*Administrative Policy 606 – Home Based Education and
aforementioned procedures within this policy.*

6. All services purchased in accordance with this policy are to be reported to the Superintendent of Administration, Finance and Planning who is responsible for payment of the service.