

## Administrative Procedure 265

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### SCHOOL FEES

#### Background

Saskatchewan Rivers School Division will not charge fees, levies or other costs for instructional materials and supplies required to meet the mandatory course requirements at each grade level.

The Division recognizes that a local school community may wish to enhance the learning program by having students participate in special projects, elective course offerings, extracurricular programs and field trips.

Schools may levy fees for special projects, elective courses, field trips and extracurricular activities, provided such fees are reasonable and used only for the recovery of actual costs to the school.

#### Guidelines

Saskatchewan Rivers School Division is committed to offering a diverse learning program to students. When fees are levied to enhance programming, this must be carefully balanced with the stated desire to provide a publicly funded education to students without charging fees. Every effort will be made to ensure additional fees levied are reasonable and do not place an undue burden on families.

#### Definitions

*"School Fees"* includes any and all fees, levies or charges levied on and payable by a student or by the student's parents for any course or any activity at the school or organized or sponsored by the school or the school division.

*"Instructional Materials and Supplies"* means supplies, materials, deemed by the Board of Education to be necessary to the instruction of students, including textbooks, workbooks, novels and other written materials.

*"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.

*"Optional Items and Events"* means items or events available at or sponsored by a school which are not necessary to the instruction of students.

#### Procedures

1. No school fees, levies or charges of any kind may be levied by schools on students or parents, other than those set out in this Administrative Procedure.
2. In any matters related to school fees, 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. Schools may not charge any fees for instructional materials and supplies required to meet the course of instruction for compulsory classes at each grade level, provided however, that 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 Board such as paper, pencils, notebooks or personal items of a general nature. Schools may bulk purchase consumable supplies on behalf of students with a reasonable fee applied to families wishing to purchase such supplies.
4. Schools may levy student organization 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.
5. 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.
6. Schools may charge for optional items, events or supplies approved by the principal, provided, however, that:
  - 6.1 Such charges are reasonable;
  - 6.2 Students are given the opportunity to opt out of the item or event and not pay the charges;
  - 6.3 Such items or events or activities are not compulsory in a mandatory course of instruction;
  - 6.4 The item are taken home or consumed by the student.
7. Schools may charge a fee for items that can be used by students and then returned to the school. Schools will refund the fee upon return of the undamaged item or will withhold some, or all, of the fee to cover any damages incurred. The amount withheld will be proportional to the extent of the damage and the value of the item.

Approved: June 5, 2017