

### **SCHOOL FEES**

#### **Background**

The Division recognizes that education programs are publicly funded and, therefore, the responsibility for fully funded basic education rests with the provincial government.

The Division also recognizes that funds are decentralized to schools and each Principal has the responsibility to plan programs and ensure a budget is developed to support each program. This is done in the context of the school as a part of the community.

Principals, working in consultation with School Councils, have reasonable autonomy in determining if school fees are necessary or if a change to existing fees is warranted within parameters detailed in Administrative Procedure 505 – Division Fees. As much as possible the cost of education to parents/guardians shall be limited.

Peace River School Division School Fees fall into two (2) classifications:

- One time sales (i.e. Yearbooks, Field Trips, Supplies, Study Guides, Replacement Fees)
- Services provided over a period of time (i.e. Hockey Academy, Dance Academy, sports teams)

In the event that a student leaves, fees for service provided over a period of time shall be assessed and refunded on a prorated basis.

#### **Procedures**

1. Principals will develop school-based budgets that limit the cost of education to parents/guardians by reducing or eliminating school fees. This will be done in the context of developing the school plan and funding that is available from Alberta Education.
2. Fees shall not be charged:
  - 2.1 Textbook usage.
  - 2.2 Locker usage.
  - 2.3 School agendas.
  - 2.4 Postage.
3. Minimal fees may be charged to students/parents/guardians for:
  - 3.1 Equipment or supplies required for completion of student initiated special projects, i.e. Foods, Fashion, Construction, and Fabrication.
  - 3.2 Student supplies (optional).
  - 3.3 Alternate programming (i.e. Hockey Academy) Participation in extra-curricular

- activities (sports teams and clubs).
- 3.4 Costs associated with graduation.
- 3.5 Reasonable damage deposits.
- 3.6 Costs to replace lost textbooks as follows:
  - 3.6.1 During the first year – full price of a new book.
  - 3.6.2 During the second year – two thirds (2/3) price of a new book.
  - 3.6.3 During the third and subsequent years – half (1/2) price of a new book.
- 3.7 Costs for lost or damaged equipment.
- 3.8 Funding for student exchanges.
- 3.9 Gymnasium clothing and running shoes (optional).
- 4. School fees shall only be used for the purpose for which they were collected and shall be directly related to the cost of supplies or materials provided to students.
- 5. School fees shall be accounted for through school generated funds in accordance with Administrative Procedure 511 Appendix A – School Funds.
- 6. Principals shall make available options for payment of fees. Provisions shall be made for hardship cases. The existence of these provisions shall be clearly communicated to school staff and parents/guardians Administrative Procedure 506 – Economic Hardship.
- 7. No student shall be prohibited from participation in school activities because fees have not been paid other than specific extra-curricular activities that have a fee requirement.
- 8. Principals shall communicate directly with parents/guardians in matters dealing with collection of unpaid fees.

Adopted/Revised: JUN 2017/JUL 2017/NOV 2019

Reference: Section 13, 19, 21, 23, 32, 33, 52, 53, 59, 68, 196, 197, 204, 222, 225, 257 Education Act,  
Board Motion 14411,  
Alberta Regulation 101/2017