

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY HIAF – Instructional Resource Fees**

**The Board approves the use of instructional resource fees to offset, in whole or in part, the cost of books, materials and resources used in the delivery of programs.**

### **PURPOSE:**

**Establish guidelines for the collection of fees relating to instructional resources.**

### **GUIDELINES & PROCEDURES**

1. School Fees
  - a) The Board shall establish text rental fees that are uniform, by grade level for K-12, throughout the jurisdiction. Parents shall be informed of the fee schedule prior to or at the time of registration of their student(s).
  - b) Each Principal, in consultation with the School Council, may establish instructional resource fees to recover program material and operation costs (other than those for textbooks) i.e. CTS, Home Economics, Industrial Arts supplies, extra curricular trip costs.
  - c) The collection of all fees shall be the responsibility of the Principal.
  - d) The revenue from fees collected shall be acknowledged in each school based budget. The fees revenue shall only be spent on the purpose for which it was levied.
  - e) All school based fees, upon being established, shall be reported to the Superintendent.
2. Restrictions Resulting from Non Payment
  - a) The Principal shall consult with the School Council concerning any restrictions on students' involvement in school programs that may result from failure to pay school fees.
  - b) Prior to the restrictions being enforced, the parents are to be made aware of alternative payment options.
  - c) The restrictions may not deny the student the material and texts necessary for success in core subjects and are limited to services and performance which require financial support from the school (special performances, extra curricular activities, lockers, facility rentals, etc.)
  - d) When only partial payment is made, administration determines where payment is applied.
  - e) Non-payment of fees may result in the student's involvement in the school program being restricted.

- f) The Board has the right to take legal action in small claims court to recover any fees which are due and owing.

**REFERENCES**

**Cross References:** links to  
[\*\*Exhibit 1: Fee Schedule\*\*](#)

**Legal Reference:** School Act RSA 2000, Section 60.2.j.

**BM#:** 269-95; 146-98