



AP 502 – FEES ASSOCIATED WITH STUDENTS

BACKGROUND

Saskatoon Public Schools believes in providing accessible, equitable, and quality learning opportunities for all students. When fees are charged 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 that additional fees levied are reasonable and are on a cost-recovery basis.

PROCEDURES

1. In accordance with the *Education Act*, Section 87, when students are held accountable for accidental or willful damage to school property, the money may be recovered directly by the school or by the Division's Accounting Services Branch.
2. Schools may not charge fees for essential instructional materials and supplies needed to fulfill the curriculum for mandatory classes at every grade level. However, students may need to provide a reasonable selection of consumable instructional materials and supplies essential for a course, which are not typically supplied by the school, such as paper, pencils, notebooks, personal items of a general nature.
3. Schools may charge fees for extracurricular activities provided that such charges are reasonable and based on the recovery of costs of the activity.
4. Schools may charge for transportation costs and entry fees for off-site activities provided that such charges are reasonable and based on the recovery of actual costs to the school.
5. School fees may be charged for specific materials for a particular elective course if the fee is reasonable and used only for the purpose for which they were collected and should be directly related to the cost of supplies or materials provided to students.
6. Schools may collect a fee from students for the purposes of a student organization to a maximum of \$20 provided such fees are reasonable in amount and are used solely for the purposes of the student organization and its activities.
7. The Division may charge a lunch supervision fee for prekindergarten to grade 12 students.
8. Accommodations shall be explored in the event a student's financial position creates difficulty in payments of school fees. No student will be denied access to a course of instruction solely for the reason of financial inability to pay the fees levied for such a course.
9. School administrators and staff shall regularly review their practices and rationale for excursions, field trips, and other circumstances in which fees are collected. Teachers need to determine what is essential for the delivery of the program. The decision should be based on what the educators decide are the appropriate learning experiences necessary for the students to meet the required outcomes of the course.
10. The principal shall review school fees annually and is responsible for the implementation of this administration procedure.



Administrative Procedures Manual ♦ AP 502 – Fees Associated with Students

Reference: Section 85, 87, 142, Education Act
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