

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
ASSESSMENT OF FEES TO STUDENTS	JJD/JQ

I. POLICY

The Louis Riel School Division believes that students' learning experiences should maximize their equitable access to varied opportunities. All students will have opportunities to achieve the outcomes of compulsory curricula or courses without experiencing deterrents to their participation based on the costs of activities or materials required for those outcomes. This belief has led the Division to cost source school supplies for elementary schools.

An individual school's instructional budget and/or other budgets provided to support student learning should form the primary source(s) of funding for students' educational experiences in the Louis Riel School Division. With this being said, the assessment of fees to students may be appropriate for specific school or divisionally sponsored experiences.

Accordingly, the **GUIDELINES** and **PROCEDURES** of this policy support the Division's expectations and beliefs about appropriate conditions for assessment of fees to students, and by implication, their parents/guardians.

II. GUIDELINES

- A. No student shall be excluded from participation in school or divisionally sponsored experiences due to inability to afford the cost of an activity; therefore, planning of activities for which students are to be assessed fees must ensure that financial constraints do not prevent the participation of any students designated to participate in the activity.
- B. High Schools may implement a student fee. This fee can be used for such items as yearbooks, classroom extension activities, enhancements to the learning environment, and other items/projects as approved by the Superintendent of Schools or designate. Provisions must address instances of financial constraint disclosed by students, and/or parents/guardians.

Adopted:	May 1, 2012	Legal References: The Public Schools Act - Sections 48(1), 73 and 75
Revised:	June 16, 2020	

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- C. Elementary schools will charge a per-student educational experiences fee to purchase in-class materials and/or online educational resources or to provide educational experiences intended to enhance student learning inside and outside the classroom. Schools must provide advance information about the intended use(s) of the fee to all families. Refer to the Assessment of Educational Experiences Fee Protocol.
- D. School Activity Fees for experiences such as, but not limited to, athletics, classroom excursion, etc. may be assessed by both Elementary and High Schools but must follow the Procedures outlined below.
- E. Divisional Based out of school activities such as, but not limited to, student exchange trips and out of province/country cultural experiences will follow the Procedures below with the Superintendent of Schools or designate overseeing this process directly.
- F. “Caution” fees and/or damage deposits shall not be assessed in anticipation of damage; students will be assessed fees, costs or fines subsequent only to actual damage or loss of school or divisional property, including but not limited to textbooks, lockers, uniforms and locks.
- G. Schools shall not assess fees for any administrative activity related to a student’s program of studies, including but not limited to, course changes or request for transcripts.

III. PROCEDURES

- A. The Principal of a school is responsible for:
 - reviewing and approving all fees assessed to students. This review must include:
 - A full proposed budget that outlines revenues and expenses at the beginning of the school year
 - A full final budget due after the last date of expenditures has passed in that current school year.
 - All budgets and carry over requests must be reviewed with the Superintendent of schools or designate on an annual basis.
 - ensuring appropriate and timely communication to parents/guardians about any fees assessed to students, including information about provisions for responses to any disclosure of financial constraints
- B. Policies [EEA-I – Transportation of Students](#) and [JLIAA –Supervision of Students: Lunch Supervision – Grades K-8](#), respectively, guide assessment of fees for student transportation and supervised lunch.

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