

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: SITE-BASED BUDGET ALLOCATIONS

PROCEDURE CODE:	406 AP 004
Policy Reference: 406 – Site-Based Instructional Budgets	Exhibits: 406 E 001 – Site-Based Budget Funds 406 E 002 – Instrument User Fee Schedule

PROCEDURE

Site-Based Instructional Supplies & Services

1. The Division will provide funding to the schools for the acquisition of instructional supplies and services in accordance with Section A of Exhibit 406 E 001 – Site-Based Budget Funds.

ADDITIONAL INSTRUCTIONAL RESOURCE ALLOCATIONS

1. The Division will provide additional resources to the schools in accordance with Section B of Exhibit 406 E 001 – Site-Based Budget Funds.
2. Additional instructional resources, to be included in the schools decentralized (mini-budget) allocation, include the following:
 - 2.1. Career and Technology Studies (CTS)
 - 2.2. Special Needs Programs
 - 2.3. Small Schools (under 200 students)
 - 2.4. French Language Instruction

ONGOING EXTRA-CURRICULAR SUPPORT

1. The Division will provide additional on-going resources to support select extra-curricular activities in accordance with Section C of Exhibit 406 E 001 – Site-Based Budget Funds.
2. Additional extra-curricular resource allocations, to be distributed to the schools SGF account, include the following:
 - 2.1. Student Activities - High School
 - 2.2. Graduation Exercises - High School
 - 2.3. Extra-Curricular Sports
 - 2.4. Weekend Tournaments, Competitions and League Games

MUSICAL INSTRUMENTS USER FEE (SEE EXHIBIT 406 E 002 – Instrument User Fee Rental Rates)

1. During a student's first year of instruction, musical instruments are available on a user fee basis.
2. After the first year of instruction, students who continue are encouraged to purchase their own instruments, except for those instruments, which are normally not privately owned.
3. Students and parents are required to sign an "Instrument Loan Agreement" designed to protect the Division against loss or damage and to encourage proper care of the instrument.
4. Schools collect and forward instrument user fees and forwards to Central Office.
5. Central Office credits all fees collected back to appropriate school decentralized (mini-budget) allocation.
6. On an annual basis, on or about January 1, the Division provides a matching grant (for Grade 7 band and Grade 8 rentals), which is also credited to the school-decentralized budget. These funds are to be used only for the replacement of rental instruments.
7. All instrument repairs will be paid from the Division Equipment Maintenance Instructional budget.

FEE DISTRIBUTION

1. Fee Categories per policy 628 – Student Fees include the following:
 - 1.1. Division Fees – includes ECS – Fees (per 628 E 001 – Elementary School Fee Schedule)
 - 1.2. International Student Fees – includes tuition and fees levied on international students. (per 628 E 003 – International Student Fee Schedule).
 - 1.3. Optional Course Fees - Programs that require special materials/equipment/ facilities will be assessed by individual schools. (per 628 E 002 – Secondary School Fee Schedule)
 - 1.4. Optional Non-Instructional Fees - Students are assessed on an optional basis for non-instructional opportunities such as Student Council and Activities, student services, yearbook, instrument rentals, replacement locks, activity card, and student publications. (per 628 E 002 – Secondary School Fee Schedule).
 - 1.5. Field Trips and miscellaneous School Activities – Students are assessed optional fees for special field trips, activities or events which require additional funding outside the educational site-based budget. Fees may be collected from students provided parents are informed of the purpose of the field trip, activity or event.
2. Flow of Funds - from various fees, is as follows:
 - 2.1. International Student Fees - collected by the school under 1 above flow directly to the Division. The Division then transfers the homestay fees to the perspective school (i.e. MHHS) to arrange for and reimburse homestay families. Remaining international fees are retained by the Division to finance the international student program.
 - 2.2. Optional Course Fees – collected by the school under 1 above shall be subsequently remitted to the Division. The Division shall add the revenue received to the school's decentralized (mini-budget) allocation.



- 2.3. Optional Non-Instructional Fees and Field Trip Fees - collected under 1 above are remitted to and retained by the school. These funds shall be deposited into their School Generated Funds (SGF) account.
3. Fee Approval - All course fees (with the exclusion of field trip and miscellaneous school activity fees must be approved by the Board in accordance with policy 628 – Student Fees).

REFERENCES

[Policy 628 – Student Fees](#)

[628 E 001 – Elementary Schools Fee Schedule](#)

[628 E 002 – Secondary Schools Fee Schedule](#)

[628 E 003 – International Student Fees Schedule](#)

Approved: February 22, 2005

Revised: May 11, 2020

