SECTION 400 **POLICY 410**

MEDICINE HAT SCHOOL DISTRICT NO. 76

DISTRICT BUDGET PROCESS

BACKGROUND

The Board is required to prepare and submit a budget to Alberta Education on an annual basis.

POLICY

The Board's annual budget is the financial plan by which it implements its mission, beliefs and values in the interests of student growth and development. Both the process of developing the annual budget and the eventual budget document shall reflect these goals and values.

GUIDELINES

1. Budgeting is a continuous process involving participation of the board, district administrators, school principals, teachers and other staff, school councils, and the community.

2. The District budget shall reflect the District's goals and priorities as described in the Three Year Education Plan.

3. Once the goals and priorities have been established and financial resources allocated, the expenditure and monitoring of funds within the guidelines established by the Board is the responsibility of the designated district or school-based administrator.

Approved & Adopted:
September 7, 2004

SECTION 400 **POLICY 411**

MEDICINE HAT SCHOOL DISTRICT NO. 76

SITE-BASED INSTRUCTIONAL BUDGETS

BACKGROUND

The instructional block of funds allocated to school boards for instruction purposes provides funding for program expenditures and includes the investment in school administration, teachers, instructional support staff, learning resources, supplies, equipment, and furnishings used in the instructional program.

The instructional block allows schools collectively to allocate site-monies for centralized services.

POLICY

The Board allocates instructional block resources to schools for the purpose of achieving provincial and district desired instructional student achievement and performance results.

Each school shall decide how to utilize the allocated resources to best meet the needs of students.

GUIDELINES

1. School councils shall be consulted in the budget process as per Alberta regulations.

2. School allocations shall be prepared through consultation with staff based committees, such as the School Administrators Committee and the Coordinating Committee.

3. All schools and sites shall present a balanced budget and are expected to manage within that budget.

4. Schools or sites will be able to re-allocate human resources subject to approval of the superintendent or designate.

5. It is recognized that sufficient personnel are required to carry out instructional district programs and district policies. The Superintendent or designate may exercise discretion in the assignment of personnel within budget allocations.

Approved & Adopted:
September 7, 2004

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Budget Process - Site-Based Instructional Budgets	POLICY REFERENCE: 410 District Budget Process
PROCEDURE CODE: 410 P 001	EXHIBITS:

PROCEDURE:

BUDGET PROCESS – SITE-BASED INSTRUCTIONAL BUDGETS

A. SPRING ESTIMATES (BUDGET)

1) On March 1st, enrolment projections/school profiles will be used by the Secretary Treasurer to determine staffing targets for the next year.

2) The Secretary-Treasurer will incorporate educational site-budget allocations into the total District Operational Budget.

3) Following the year-end [August 31st], the Secretary-Treasurer will calculate school carry-overs (over/under expenditures) and will adjust school educational site-based budgets at that time.

   When the Instructional Block is in a surplus position, these monies will be set aside in an accumulated surplus account. This Instructional Block Accumulated Surplus Account will increase or decrease in accordance with annual surpluses or deficits.

4) On or about May 1st, the Administrators and Coordinating Committees will provide feedback on the procedures for the next budget/school year.

B. FALL UPDATE:

1) On September 30th, actual enrolment numbers will be used by the Secretary-Treasurer to re-calculate staffing targets and other resource allocations.

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Allocation of Instructional Block Resources and Respective Responsibilities	POLICY REFERENCE: 411 Site-Based Instructional Budgets
PROCEDURE CODE: 411 P 001	EXHIBITS:

PROCEDURE:

ALLOCATION OF INSTRUCTIONAL BLOCK RESOURCES AND RESPECTIVE RESPONSIBILITIES

The Province provides funding to the District in the "Instructional Block" to provide educational services both directly to the classroom and to the support services in and around the classroom. This procedure and the subsequent procedures included under policy 411 have been established to provide guidance to the District and its staff on the allocation and management of those resources.

A. INSTRUCTIONAL BLOCK – MANAGED CENTRALLY

1) **Centralized Instructional Services**

The District, in consultation with administrators, will allocate resources from the Instructional Block to provide programs and/or services that are managed centrally based on needs identified needs within the system.

Funds set aside at the District level may include, but are not limited to, such things as follows:

i) Substitute teacher costs
ii) District directed professional development
iii) Credit Enrolment Unit (CEU) revenue sharing
iv) Student Services
v) Psychological Services
vi) Primary Services
vii) Programs & Instruction Services
viii) Curriculum Development Services
ix) Learning Coaches
x) English-as-a-Second Language support
xi) First Nations, Metis, and Inuit Education Program
xii) Alternative and Outreach Programs
xiii) Outdoor Education support
xiv) School Resource Officers
xv) Technology Services
xvi) Print Centre Services
xvii) Equipment Replacements
xvii) Band Instruments
xix) Library Automation

2) **Envelope Funding**

The District will allocate resources towards envelope funded programs, such as the Program Unit Funding (PUF) Program. The District will make every attempt to not allocate resources that exceed the total funding collected.

B. INSTRUCTION BLOCK – MANAGED DECENTRALLY (Site-Based)

1) **Goals, objectives, and expected outcomes**

Principals will take responsibility to utilize the resources allocated to the school to ensure the needs of students are met.

2) **Types of school-level decisions**

Subject to Board Policy and the collective agreements, the principal will make the following types of decisions at the school level:

a) placement of individual students in appropriate learning circumstances/ settings,
b) instructional duties of certificated staff members,
c) specific duties of instructional support staff members, and
d) allocation of financial resources designated for school use.

3) **Responsibility of the principal**

Principals will ensure that monies allocated to the school for textbook and basic learning resources are used for those purposes.

C. PROCEDURES FOR ALLOCATION OF RESOURCES TO SCHOOLS

1) Student numbers used for allocations

In the following procedures and exhibits of Policy 411 the Instructional site-based allocations will use the following student enrolment numbers for the respective grade levels:

a) **Kindergarten to Grade 9** - the **March 1st profile** of student enrolment. Enrolment trends will be considered from March through to budget adoption. Based on the enrolment of the current year the profile may be adjusted only should there be a significant increase or decrease in student enrolment on an individual school basis.

b) **Grades 10 to 12** - shall be based on each full-time equivalent (F.T.E.) high school student earning 35 CEU's (Credit Enrolment Units) per full-time eligible student for courses taken and reported to Alberta Education.

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Site-Based Staffing Allocations	POLICY REFERENCE: 411 Site-Based Instructional Budgets
PROCEDURE CODE: 411 P 002	EXHIBITS:

PROCEDURE:

SITE-BASED STAFFING ALLOCATIONS

Basic staffing allocations are established to provide school based resources for principals, teachers, educational assistants and clerical staff.

A. CERTIFICATED STAFF

1) **District Wide Target** - The district-wide student-teacher ratio target is taking into account the 2007 Alberta Education class size initiative: **19:1**

Kindergarten to Grade 3	at	17
Grades 4 - 6	at	23
Grades 7 - 9	at	25
Grades 10-12	at	27

2) **Student-Teacher Allocations** - Teaching staff will be allocated to the schools based on both the student numbers and the student composition. Normally the following student-teacher ratios will be the basis for the certificated staffing allocation:

   i) **Kindergarten to Grade 3 Students** **16.5:1**

   ii) **Severe Needs** - For students with severe codes in grades 1-12 **7:1**

   iii) **Mild to Moderate Needs** – For students with mild to moderate codes (tested) in grades 1-12 **12:1**
   For the purposes of this policy "Mild to Moderate" will only include the following codes:
   - Code 51 - Mild Cognitive Disability
   - Code 52 - Moderate Cognitive Disability
   - Code 54 - Learning Disability

   iv) **C.T.S. courses (Grades 10-12)** - based on student F.T.E., requiring the use of industrial power equipment for instruction - **20:1**

   v) **Knowledge & Employability courses (Grades 10-12)** **16:1**

   vi) **All Other Students (Grades 4-12)** – All other students on a ratio of **22.5:1**
   or a ratio that meets Alberta Education Class Size Initiative objectives.

3) **Administration** – To assist with administrative duties additional certificated staff complement, will be provided to schools based on enrolment at the following rates:

School Size (student body)	Administrative Rate
i.) 0 - 149	7.5%
ii.) 150 – 649	5.5%
iii.) 650 – 899	3.5%
iv.) 900 and greater	1.5%

B. EDUCATIONAL ASSISTANT (EA) STAFF

1) **District Funded EA'S** - the District will normally assign EA time as follows:

   i) **Severe Needs** - For students with severe codes - one **(**1.0) F.T.E. EA for each four (4) such students. **(4:1)**

   ii) **Mild to Moderate Needs** - For students with mild to moderate (tested) codes - one (1.0) F.T.E. EA for each thirty (30) such students. **(30:1)**
   For the purposes of this policy "Mild to Moderate" will only include the following codes:
   - Code 51 - Mild Cognitive Disability
   - Code 52 - Moderate Cognitive Disability
   - Code 54 - Learning Disability

   iii) **All Other Students** - For all other students as follows:

   - 0.50 F.T.E. EA for the first one hundred (100) students **(200:1)**
   - 0.25 F.T.E. EA for each subsequent hundred (100) students, or major portion thereof **(400:1)**

2) **Discretionary Reallocation of Staff –** School administration, in consultation with the Associate Superintendent - Human Resources, may exchange EA staff F.T.E. for certificated staff F.T.E., and the visa versa Such appointments shall be at the ratio of three (3) EA F.T.E. positions for each full time certificated staff position. **(3:1)**

3) **PUF EA's -** School administration may apply for and receive EA's from the Program Unit Funding, subject to sufficient resources.

4) **EA Hours (F.T.E.)** - All costs, including salary and employee benefits, shall be charged to the school's EA budget allocation as determined in (1) and (2) above.
   - Such costs shall be calculated as one F.T.E. being thirty (30) hours per week.
   - Notwithstanding the 30-hour provision, this procedure limits the maximum hours per week to twenty seven and a half (27.5) hours for an EA positions, unless special provisions apply**.**

5) **Principal Assignment Of Duties** - The principal is responsible for allocation of all EA time to meet the needs of individual students and the school, **subject to** government requirements of student service being met.

C. CLERICAL STAFF

1) **Clerical Staff** - includes secretarial, bookkeepers, student records clerks, library assistants and library technician positions.

2) **Allocation Ratio** - All clerical time is generally allocated to the school on the basis of
   - One (1) clerical staff member to ten (10) F.T.E. teaching positions, as calculated under certificated staff section above. **(10:1)**

3) **Collective Agreement Limitations** - The shifting of staff FTE between schools as enrolment numbers change may be affected or restricted depending on collective agreements (with CUPE) in effect at the time.

D. BUDGET AND STAFFING RATIOS

It must be acknowledged that all stated ratios regarding staffing above are just targets. The District's ability to staff at these levels is dependent on the availability of provincial funding. Adjustments will be made as deemed necessary to balance the budget for the respective school year.

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Site-Based Budget Allocations (Mini-Budgets)	POLICY REFERENCE: 411 Site-Based Instructional Budgets
PROCEDURE CODE: 411 P 003	EXHIBITS: 411 E 001 Site-Based Budget Funds 411 E 002 Instrument User Fee Schedule

PROCEDURE:

SITE-BASED BUDGET ALLOCATIONS

A. SITE-BASED INSTRUCTIONAL SUPPLIES & SERVICES (see EXHIBIT 411 E001 - SECTION A)

1) The District will provide funding to the schools for the acquisition of instructional supplies and services in accordance with Section A of Exhibit 411 E001.

2) The "textbook rental and instructional materials fees" (per policy 650) which are collected from parents and students are included in the funds allocated under Exhibit 411 E001 and included in the schools decentralized (mini-budget) allocation.

B. ADDITIONAL INSTRUCTIONAL RESOURCE ALLOCATIONS (see EXHIBIT 411 E001 - SECTION B)

1) The District will provide additional resources to the schools in accordance with Section B of Exhibit 411 E001.

2) Additional instructional resources, to be included in the schools decentralized (mini-budget) allocation, include the following:
   i) Career and Technology Studies (CTS)
   ii) Special Needs Programs
   iii) Small Schools (under 200 students)
   iv) French Language Instruction
   v) English-as-a-Second Language (E.S.L.) Instruciton

C. ONGOING EXTRA-CURRICULAR SUPPORT (see EXHIBIT 411 E001 - SECTION C)

1) The District will provide additional on-going resources to support select extra-curricular activities in accordance with Section C of Exhibit 411 E001.

2) Additional extra-curricular resource allocations, to be distributed to the schools SGF account, include the following:
   i) Student Activities - High School
   ii) Graduation Exercises - High School
   iii) Extra-Curricular Sports
   iv) Weekend Tournaments, Competitions and League Games

D. SPECIAL EVENTS SUPPORT (see EXHIBIT 411 E001 - SECTION D)

1) The District will provide support for special events or programs in accordance with Section D of Exhibit 411 E001.

2) Special Events or Programs funding, to be distributed to the schools SGF account, include the following:
   i) Provincial Competitions – Finals

E. MUSICAL INSTRUMENTS USER FEE (SEE EXHIBIT 411 E002)

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 district 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 District 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 rental instruments.

7) All instrument repairs will be paid from the district Equipment Maintenance Instructional budget.

F. FEE DISTRIBUTION

1) **Fee Categories** per policy 650 include the following:

   i) **District Fees** – includes the following:
      i) ECS – Fees (per policy 650 E001)
      ii) Grades 1 to 6 - Basic Fees Instructional Resources (per policy 650 E001)

iii) Grades 7 to 12 - Basic Fees Instructional Resources (per policy 650 E002)

ii) **International Student Fees** – includes tuition and fees levied on international students. (per policy 650 E003)

iii) **Optional Course Fees** - Programs that require special materials/equipment/ facilities will be assessed by individual schools. (per policy 650 E002)

iv) **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 policy 650 E002)

v) **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:

i) **District Fees** - collected by the school under 1(i) above shall be subsequently remitted to the District. The District uses these funds to assist with the funding provided under 411 E001 section (mini-budget allocations).

ii) **International Student Fees** - collected by the school under 1(ii) above flow directly to the District. The District 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 District to finance the international student program.

iii) **Optional Course Fees** – collected by the school under 1(iii) above shall be subsequently remitted to the District. The District shall add the revenue received to the school's decentralized (mini-budget) allocation.

iv) **Optional Non-Instructional Fees and Field Trip Fees** - collected under 1(iv) and 1(v) 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 650.

Approved:
February 22, 2005

Revised:
June 27, 2006

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Site-Based Budgets (i.e. Mini-Budget Rates)	POLICY REFERENCE: 411 Site-based Instructional Budgets
EXHIBIT CODE: 411 E 001	PROCEDURECODE: 411 P 001

EXHIBIT

MINI-BUDGET RATES

Allocation to School

A. SITE-BASED INSTRUCTIONAL SUPPLIES & SERVICES

1) **Early Learning Program (ELP) - Half Time Program** $140.^{00} per student
(This allocation is based on consumable needs of the children but is funded from a $140.^{00} fee which is recovered from the PUF program for all students with severe codes.)

2) **Kindergarten - Half Time Program** $140.^{00} per student
(This allocation is based on the following fees and funding:
- $50.^{00} fee from the parents for instructional resources
- $60.^{00} fee from the parents for activities/nutrition
- $30.^{00} of additional resources from the District

3) **Elementary - Grades 1 to 6** $160.^{00} per student
(This is based on a $100 fee from the parents for instructional resources plus $60.^{00} of additional resources from the District.)

4) **Middle School - Grades 7 to 9** $171.^{00} per student
(This is based on a $100 fee from the parents for instructional resources plus $71 of additional resources from the District.)

5) **High School - Grades 10 to 12** $171.^{00} per student
(This is based on a $100 fee from the parents for instructional resources plus $71 of additional resources from the District.)

6) **Inflationary Adjustments** – The rates, both noted above and in section B below, may be increased from time-to-time, as provincial funding allows, for assistance with inflationary pressures. Adjustments to the rates will be made at the discretion of the District taking into account all other pressure points within the system.

B. ADDITIONAL RESOURCE ALLOCATIONS

1) **Career and Technology Studies (CTS)**
   a) Alexandra Middle School — $27.^{00} per student
   b) Dr. Roy Wilson Learning Center — $27.^{00} per student
   c) Crescent Heights High School — $35.^{00} per student
   d) Medicine Hat High School — $39.^{00} per student

2) **Special Needs Programs** (Grades 1-12) — $549.00 per classroom
   Such as:
   - Learning Assistance Programs (LAP)
   - Other District directed specialized education programs (not including Outreach programs)

3) **Special Needs Program - Level Four (Grades 1-12)** — $1,150.^{00} per program
   Such as the four specialized classrooms at Herald school whose students have severe cognitive, emotional and physical disabilities.

4) **Small Schools** - supplemental support
   [Small Schools are schools with less than 200 students] — $2,323.^{00} per school

5) **French Language Instruction**
   a) French as a Second Language Courses (or Core French) — 25% of federal grant

      At the time of establishing this policy the federal grant worked as follows:
      - Kindergarten to Grade 6 - $65.00 per FTE (25% = $16.25/FTE)
      - Grades 7 to Grade 12 - $89.00 per FTE (25% = $22.25 / FTE)

   b) Alternative French Language Program (or French Immersion) — 100% of federal grant

      At the time of establishing this policy the federal grant worked as follows:
      - Kindergarten to Grade 6 - $ 97.00 per FTE
      - Grades 7 to Grade 12 - $172.00 per FTE

   c) For French language instruction student FTE are counted as follows:
      - ECS-Grade 9 - 1 FTE = 950 hours of instruction
      - Grades 10-12 - 1 FTE = 1,000 hours of instruction
      - Minimum hours of French instruction (as specified in the funding manual must be attended or you cannot count any FTE.

      NOTE: Funds received for French Language instruction can be reallocated by the schools to purchase additional instructional staff.

6) **English as a Second Language (ESL)**
Secondary Schools (Grades 7-12) 100% of funding

At the time of establishing this policy the provincial grant was $1,178.10 per eligible FTE student.

NOTE: Funds received for E.S.L. instruction can be reallocated by the schools to purchase additional instructional staff.

C. ONGOING EXTRA-CURRICULAR SUPPORT

The funding in this section, with the exclusion of item (4) below, will be distributed to the schools SGF account:

1) **Student Activities - High School**
   a) Crescent Heights High School $6,250.00
   b) Medicine Hat High School $6,250.00

2) **Graduation Exercises - High School**
   a) Crescent Heights High School $1,000.00
   b) Medicine Hat High School $1,000.00

3) **Extra-Curricular Sports**

a) Elementary	(Grades 1-6)	$ 165.00 plus $.27 per student over 125
b) Middle School	(Grades 7-9)	$ 713.06 plus $.82 per student over 250
c) High School	(Grades 10-12)	$1,976.55 plus $2.19 per student ($600.00 each for football, basketball and volleyball)

4) **Weekend Tournaments, Competitions and League Games**

The District will provide up to $6,500 of custodial and security services for weekend tournaments, competitions and league games.

All such usage requiring custodial or security services shall be communicated to the supervisor of custodial services.

If usage exceeds the cost of $6,500 (in total for all schools) the Secretary Treasurer may hold the school(s) responsible for the additional costs.

D. SPECIAL EVENTS SUPPORT

It is the responsibility of the school to apply for grants in this section in the year that the respective event(s) take place.

1) **Provincial Competitions - Final**

Funding will be provided from the District to assist with the transportation expenses only for high school groups that have earned the right to provincial or national finals.

These funds must be requested in the school year which the respective finals take place and will be distributed to the schools SGF account.

The maximum amount allowed is $1,000 per group, support will depend on the size of the group and their actual transportation costs.

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: **Instrument User Fee Rental Rates**	**POLICY REFERENCE:** **411 Site-based Instructional Budgets**
EXHIBIT CODE: **411 E 002**	**PROCEDURE CODE:** **411 P 001**

EXHIBIT

INSTRUMENT USER FEE
RENTAL RATES

INSTRUMENTS	FIRST YEAR	SUBSEQUENT YEAR RATES
Flute	$ 50.00	unavailable
Oboe	$ 50.00	$ 50.00
Bassoon	$ 50.00	$ 50.00
Clarinet	$ 50.00	unavailable
Alto Clarinet	$ 50.00	$ 50.00
Bass Clarinet	$ 50.00	$ 50.00
Contra Bass Clarinet	$ 50.00	$ 50.00
Alto Saxophone	$ 50.00	unavailable
Tenor Saxophone	$ 50.00	unavailable
Baritone Saxophone	$ 50.00	$ 50.00
Trumpet	$ 50.00	unavailable
French Horn	$ 50.00	$ 50.00
Trombone	$ 50.00	unavailable
Baritone	$ 50.00	$ 50.00
Tuba	$ 50.00	$ 50.00
Percussion Students	Annual User Fee of $50.00	

NOTE: Fees collected will be forwarded to district office and credited to the school-decentralized budget in which the student is enrolled.

An annual matching grant will be provided to the school-decentralized budget based upon students enrolled in Grade 7 band and Grade 8 rentals.

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: **Student Fees**	**POLICY REFERENCE:** **650 Student Fees**
PROCEDURE CODE: **650 P 001**	**EXHIBIT:** **650 E 001 Elementary Schools' Fee Schedule** **650 E 002 Secondary Schools' Fee** **650 E 003 International Student Fees Schedule**

PROCEDURES

1. **Establishment of Basic Fees -** The schedule of Instructional Supplies and Materials Fees shall be developed in conjunction with the preparation of the annual budget for the district.

2. **Fee Schedule -** The schedule of fees will clearly delineate the difference between district and school fees as well as mandatory and optional fees.

3. **Itemization and Communication of Fees -** Principals shall distribute an itemized statement as to the intended use of all school assessed fees which shall be communicated to the parents of the students, prior to registration, particularly in the case of optional courses, with a copy to the Superintendent/Secretary-Treasurer.

4. **District Continuity of Fees -** Fees charged for similar courses and materials shall be the same for students in all district schools.

5. **Proration of Fees -** Students who are late registering or who withdraw during the school year will have any rental fees or other fees assessed or refunded on a pro-rated basis.

6. **Additional Fees -** In addition to the district fee, the school, in consultation with the school council, may set additional fees to cover the following defined costs at all levels:

   6.1 **Lunch program fees** – the cost of providing lunchtime supervision for those students who choose to stay at school.

   6.2 **Optional activities fees -** Fees related to participation in optional activities such as excursions or student activities.

   6.3 **Instrument fees -** The majority of students registered in a band program are expected to supply their own instruments; in the case of large instruments provided by the board, an annual fee shall be assessed.

   6.4 **Personal property materials fees** – the costs for supplies and materials provided by the school for the exclusive use of the student, which becomes

the personal property of the student at the end of the instructional period, e.g. raw materials for major student projects in fashion, construction, mechanics, industrial arts, CTS, fine arts, beauty culture, etc.

6.5 **Extension of regular program or special program costs** – charges which may be made for rental/purchase of equipment/facilities for extension of regular or special programs which have been approved by the district, such as Phys. Ed. 20 or 30.

6.6 **Student service costs** – fees which must be approved by the district for non-instructional opportunities such as student council membership and activities, yearbook, magazines, athletic team uniforms and other general activities of the student body.

7. **Waiving of Fees** - Fees may be waived by the principal for parents demonstrating financial hardship. For programs managed centrally, such as certain Early Learning programs, fees may only be waived by the Superintendent and/or Secretary Treasurer.

8. **Collection of Fees**:

8.1 Initial responsibility for the collection of fees, fines and charges shall rest with the school.

8.2 Schools are responsible to make every reasonable effort to collect delinquent fees, fines and charges

8.3 The Secretary-Treasurer shall assume responsibility for the collection of district and course fees, fines and charges which are considered by the principal as delinquent.

9. **Remittance of Fees** - District fees collected by the schools shall be forwarded to the district office and become part of the total instructional funding.

References
Alberta School Act: 44, 45

Approved:
June 27, 2006

Revised:
April 16, 2013