



1. GENERAL

The Winnipeg School Division shall make all reasonable efforts to ensure that no student is excluded from participating in activities based on their ability to pay supplemental school fees.

The Public Schools Act authorizes school division/districts to impose fees in certain circumstances for the purchase of books and other instructional materials to be given to the pupils or to be loaned to them with or without charge as the school board may decide.

The Manitoba Public School Fee Policy has been developed to provide guidance to divisions/districts regarding fees and charges not specifically referenced in the Act.

This policy applies to school age students.

2. STUDENT FEES

2.1 Student Activity Fees

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, or theme days.

2.2 Schools in the Division may charge fees for, or require students and parents/guardians to provide:

- a) Materials used in goods that are intended for the student to take home for personal use;
- b) The purchase of paper, writing tools, calculators, exercise books, portable computer data storage devices including but not necessarily limited to USB keys, CDs or DVDs, computer diskettes, and other school supplies and equipment for a student's personal use;
- c) Yearbooks and agenda planners;
- d) The rental or purchase of a musical instrument for a student's personal use;
- e) Fees in respect to field trips, such as team trips or special events, to recover associated actual expenses only, including transportation, accommodation, meals, entrance fees and equipment rental but not the cost of substitute teachers' salaries.
- f) Appropriate personal clothing for school activities (such as gym wear, footwear, and outwear), personal safety equipment and musical instruments or require a student to bring appropriate materials, supplies and equipment for their personal use at school.
- g) Student parking is available only in the assigned student parking spots. Students wishing to park in this area must register their car with an office secretary. The Board of Trustees sets the parking rates for students and staff. These rates are determined no later than June 30th for the following school year. This money is to be used to off-set the cost of the hydro for these spots.

2.3 Schools in the school division may not charge for everyday art supplies or locker rental. However, there may be charges for special materials in specialized courses, such as home economics.



POLICY: JJD
SUBJECT: RIGHT TO PARTICIPATE
APPROVAL DATE: September 11, 2017
REVISION DATE:
PAGE: 2 of 3

2.4 Optional Programming

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement ® and Hockey Canada Skills Academy programs.

Optional programming fees may be appropriate where schools offer voluntary courses or activities that students normally choose to attend through an application process. This may be the case with the knowledge that these programs are beyond the core curriculum. Where fees are appropriate to maintain the quality of specialized programs, they should be minimized as much as possible, with the goal of supporting student participation in the programs and activities regardless of individual economic circumstances.

2.5 Enhanced Programming and Materials

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for the particular grade or course. To the extent possible, costs related to enhancing programming shall be kept to a minimum.

Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

2.6 Inclusive Education

Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. Students must be able to participate in school activities and access resources regardless of personal financial barriers.

3. RESPONSIBILITIES

3.1 CHIEF SUPERINTENDENT

The Chief Superintendent or designate, to the extent possible, shall ensure that financial assistance is provided from the school division through bursaries/grants or school budgets to ensure that no student's education participation in the above activities is limited by financial circumstances.

3.2 PRINCIPAL

Principals shall review supply lists with teachers annually to ensure that only necessary supplies are requested. **Principals shall publish on the school website, an itemized supply list including costs.** Unused school supplies or fees for supplies should be returned at the end of each school year, when practical.

Principals must ensure that advisory councils, parent councils and/or student councils do not charge fees that would be in violation of this policy.

All field trips for which there is a cost must be optional to a course. Where the student chooses not to participate in an optional field trip, alternative assignments must be provided.



POLICY: JJD
SUBJECT: RIGHT TO PARTICIPATE
APPROVAL DATE: September 11, 2017
REVISION DATE:
PAGE: 3 of 3

If students are charged additional costs for enhanced or optional programs and/or material, the principal is responsible for providing the advance notification to parents and students detailing the additional cost of the program.

The principal is responsible for ensuring that there is a transparent accounting of monies collected, and that information about how the funds will be spent is made available to the school community in a timely manner.

The principal shall approve all fees charged to students and ensure that there are appropriate communication/approval/accounting procedures in place at the school.

Schools will assist students who would be excluded due to financial hardship.

4. PRIVACY

The dignity of every student and parent should be honoured in the school fee collection process, collection methods afford reasonable expectation of privacy for students and parents; and a respectful practice for discreet identification of students/parents who may be experiencing financial hardship is clearly communicated.



**ADMINISTRATION RULE/
PROCEDURES: JJD-R
SUBJECT: RIGHT TO PARTICIPATE
APPROVAL DATE: September 11, 2017
REVISION DATE:
PAGE: 1 of 1**

Rules and regulations governing procedures for Equity as determined by the Chief Superintendent.

1. CHIEF SUPERINTENDENT OR DESIGNATE

Each year the division will review school budgets and the allocation provided to schools to cover / defray activities costs to parents

2. PRINCIPAL

- a) Principals shall review supply lists with teachers annually to ensure that only necessary supplies are requested. Unused school supplies or fees for supplies should be returned at the end of each school year, when practical.
- b) A school division/district may not charge fees for transportation of students to their designated school as mandated (primarily related to distance from school) by The Public Schools Act. Fees may be applied as identified in section 2.2 (e) of the policy.
- c) Schools must make available to parents a comprehensive fee schedule and/or a list of requirements before the start of each school year. Each school shall submit, annually, to the Secretary-Treasurer, a copy of the school's comprehensive fee schedule and/or list of requirements for that year. (Exhibit 1)
- d) Written documentation in the form of a receipt will be provided to students and/or parents upon payment of the student fee, indicating the intended allocation of the fee.
- e) Where the principal (or designate) is satisfied that a financial hardship exists for a student or family, all or part of the activity or special program fee may be waived in a confidential manner. Students must be able to participate in school activities and access resources regardless of personal financial barriers.