

## **Administrative Procedure Manual**

School Administration School Supplies & Fees

**AP: 133** 

# **School Supplies & Fees**

## **School Supplies**

Park West School Division schools will have two options in regards to school supplies:

- 1. Schools may supply each student in K-4 with the necessary school supplies and charge a reasonable flat fee.
- 2. Schools may provide each student with a school supply list to purchase their own supplies. Note that the supply lists are to be general lists and will not specify brand name items.

Each student will be responsible to bring their own gym shoes, backpacks and lunch kits.

### **School Fees**

K-4 schools may also levy additional fees for field trips, guest speakers, special performances, skating, etc. This fee cannot exceed \$35.00.

Schools will not be allowed to charge a fee for materials, books, or products that are necessary for the completion of a course. For example, fees to cover paint in Art class, ingredients for cooking class or workbooks for spelling. These are just a few examples of areas that fees can't be charged.

The only exception would be if a student completes a project in woods or metals that they requested instead of the instructor assigned project; in such instance schools may charge the student for any additional material costs.

## **Sports Fees**

The division believes that all students should be given an opportunity to participate in extra-curricular sports activities. The division recognizes that there are costs associated with these programs. Schools are encouraged to set reasonable fees in order to allow everyone to participate. The division will subsidize bus costs by only charging schools \$1.25 per kilometer from the school to the event and back. No additional fees will be charged to the school for driver salary, overtime or dead head miles.

#### **Band Fees**

The division believes that exposure to music is an important component to the development of the whole child. All students are encouraged to participate in the band and choral programs being offered in our schools. At the Grade 7 & 8 level, no fee will be charged if participation is mandatory. In all cases where band is optional, band fees will be set at \$50.00 if the school provides the instrument and \$25.00 if the student has their own instrument. This fee does not cover music tours and/or trips.