



School Fees/Fines/Charges

Administrative Procedure 1.B.170

Board Governance Policy Cross Reference:

Legal Reference: The Public Schools Act - subsections 48(1)(f), (h), (j) and (w); section 73&75

Manitoba Public School Fee Policy, 1998

Date Adopted: January, 1972

Date Amended: January, 1983; October, 1988; October, 1999; May, 2005; June, 2012; January, 2013; November, 2022

Reviewed: January 2020

The Public Schools Act authorizes school divisions to impose fees in certain circumstances.

The Manitoba Public School Fee Policy has been referenced to provide guidance regarding fees and charges:

1. Schools in the School District of Mystery Lake shall not charge fees for goods and services provided to students of school age without which the student could not meet required learning outcomes or assessment requirements of an educational program provided by the division/district except for:
 - 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, student planners, exercise books, computer diskettes and other school supplies and equipment for a student's personal use;
 - c. the rental of a musical instrument for a student's personal use;
 - d. fees in respect of field trips, team trips or special events to recover associated actual expenses only, including transportation, accommodation, meals, entrance fees and equipment rental but not including substitute teacher costs.
2. Schools in the School District of Mystery Lake shall facilitate participation by students who would otherwise be excluded due to financial hardship.

3. The School District of Mystery Lake will not charge fees for transportation of students to their designated school as mandated (primarily related to distance from school) by The Public Schools Act. A fee may be charged for all other transported public school students.
4. The School District of Mystery Lake may require students, at the students'/parents' expense, to provide appropriate personal clothing for school activities such as gym wear, footwear, outerwear, personal safety equipment and musical instruments or require a student to bring appropriate materials, supplies and equipment for their personal use at school.
5. This administrative procedure applies to school age students, i.e. students having the right to attend school.
6. Schools in the School District of Mystery Lake may not charge for everyday art supplies or locker rental. However, they may be charges for special materials in specialized courses, such as home economics.
7. 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.
8. Principals must ensure that advisory councils, parent councils and/or student councils do not charge fees that would be in violation of this policy.
9. Principals must make available to parents a comprehensive school fee schedule prior to the start of each school year.
10. The School District of Mystery Lake must ensure that advisory councils, parent councils, and/or student councils do not charge fees that would be in violation of this policy.