

## **INSTRUCTIONAL MATERIALS AND PROGRAM FEES**

### **Belief**

The Division assesses Instructional Materials and Program Fees in order to make basic textbooks, materials, and activities available to students.

### **Guidelines**

1. Textbooks and materials will be considered basic when they are of such importance that they are required by students to master the necessary skills, knowledge, and aptitudes in a subject.
2. Payment of Instructional Material Fees are optional if a parent, guardian or adult student wishes to rent or purchase the required books and materials elsewhere.
3. The Principal shall be responsible for advising parents of the names of suppliers where textbooks can be purchased if they do not wish to participate in the Instructional Materials Plan offered by the Division.
4. Parents, guardians or adult students shall be required to sign the Instructional Materials Plan Agreement, Form #501-1 for participation in the Instructional Materials Program upon registration of their child.
5. All assessed fees; in accordance with Instructional Materials Fee Form #2-1 and Program Fees Form #2-2 are due and payable at the time of registration.
6. The Principal shall be responsible to collect Instructional Materials Fees, and to collect and levy Program Fees in accordance with Administration Procedure #508: Fee Collection.
7. Principals shall follow procedural steps for collecting outstanding Instructional Materials Fees and Program Fees as outlined in the Financial Procedures Handbook.

Reference: Section 60, 61, School Act