



SCHOOL FEES

Background

In keeping with the provisions of the School Act, the district shall provide instruction free of charge to all resident school age students registered in a school's education program sufficient to meet the general requirements for graduation, and it shall provide free of charge any resource materials necessary to participate in that program.

The purpose of this procedure is to clarify when, and for what purpose, fees and deposits may be charged, and to ensure that fees and deposits do not become a barrier to participation in activities or programs because of financial hardship.

Procedures

1. Educational resource materials necessary for participation in the educational program which is required for graduation shall be provided free of charge.
2. The district may charge fees and deposits for school supplies and equipment that are for a student's personal use and considered as optional or enrichment and not part of the mandatory curriculum, as consistent with legislated requirements. School fees may be charged for:
 - 2.1 Goods intended for the student to take home for personal use or as a gift;
 - 2.2 Goods such as writing tools, calculators, student planners, exercise books, or other supplies and equipment for a student's personal use;
 - 2.3 Supplies and equipment which are parents'/students' responsibility, but are offered through the school as an optional purchase (such items do not require superintendent approval);
 - 2.4 Activities such as field trips, special events, and extra-curricular activities, where the fees are limited to defraying actual costs of transportation, accommodation, meals, admission and equipment rentals. Participation in field trips are optional and the school must ensure that an alternate activity is planned for those students who do not participate in the field trip;
 - 2.5 Rental fees for musical instruments;
 - 2.6 Deposits for educational resource materials such as textbooks, reusable workbooks and novels, with the deposit being refunded in whole or in part upon return of the materials.
3. The principal at each school, after consulting with school staff and the parent advisory council, will recommend to the superintendent a schedule of cost recovery fees, charges or deposits for the coming school year.
4. New school fee schedules must be approved by the superintendent before students and parents are notified in writing by May 30 of the preceding school year. Where possible parents must be informed of a list of costs for optional purchase only.
5. The district shall ensure that no resident school age student is excluded from participation in an activity, course, or program because of financial hardship.

6. Parents will be informed that fees or partial fees may be waived for students who would not otherwise be able to participate due to financial hardship. Parents who cannot pay fees are to contact the principal.
7. Principals are authorized to use school funds to cover fees for students who would otherwise be excluded due to financial hardship.
8. All monies collected are under the direction of the principal and must be administered solely for the goods and services, items, or activities as outlined in the school's fee schedule.
9. Some courses offer the opportunity for students to acquire certifications. If certifications are not a required part of the curriculum, participation is optional. Students who choose to obtain certification may do so at their own cost.
10. Parents and students are responsible for providing:
 - 10.1 School supplies and equipment, for example, pens, exercise books, calculators, rulers, etc. for the student's personal use;
 - 10.2 Clothing, for example, gym strip or uniforms for the student's personal use;
 - 10.3 Safety equipment, for example, safety gloves and boots for the student's personal use;
 - 10.4 A musical instrument for the student's personal use when enrolled in a course where students learn to play a musical instrument.

Reference: Sections 20, 22, 65, 82, 85 School Act