

SCHOOL FEES AND DEPOSITS

In accordance with Section 82 of the *School Act* and the *School Board Fees Order*, the Board of Education is committed to the principle that education should be provided equitably to all students in the province.

Therefore, it is the Board's policy that:

Instruction shall be provided free-of-charge to all students registered in a school's standard educational program sufficient to meet the general requirements for graduation. However, fees may be charged for:

- a. **materials used for goods that are intended for the student to take home for personal use or as a gift;**
- b. **the purchase of paper, writing tools, calculators (except graphing calculators), student planners (agendas), exercise books, compact disks, external drives or computer diskettes, appropriate clothing for safe participation in school programs, other school supplies and equipment for a student's personal use;**
- c. **the rental of musical instruments for a student's personal use;**
- d. **participation in Specialty Academies (as defined in Regulations A.1)**
- e. **participation in trades or apprenticeship programs where the student is registered with the Industry Training Authority;**
- f. **participation in optional educational activities designed to enhance any educational or extra-curricular program (e.g. field experiences not required to meet the prescribed learning outcomes of a course leading to graduation).**

Individual accommodations will be made in cases where demonstrable financial hardship might otherwise preclude a student's participation in a program or activity.

In implementing the policy, the Board will ensure that:

1. Fees charged for specialty academies, trades programs and the musical instruments intended for personal use are based on recovery of direct additional costs to the school or the district arising from offering the program and are established in accordance with the relevant regulations.

2. Fees charged for optional education programs and activities are:
 - a) set in accordance with district-wide guidelines,
 - b) based on cost-recovery of direct additional costs, and
 - c) kept to a minimum.

3. Access to specialty academies, trades programs and musical instruments for personal use as well as optional educational programs and opportunities which are intended to enhance the curriculum are available to all students and will not be limited to only those who can afford to pay. In individual cases where demonstrable financial hardship might otherwise prevent student enrolment or participation, schools will have procedures in place for ensuring reasonable access by all students wishing to participate.

4. Parents and students will be provided with opportunities to bring appropriate supplies and equipment from home without having their choices of materials unreasonably directed by the school.

Date Adopted: 1990-06
Date Revised: 2007-11-27

Cross References: **School Act; School Board Fees Order**

SCHOOL FEES AND DEPOSITS

ADMINISTRATIVE REGULATIONS

1. School fees are intended as a means of recovering the direct additional costs incurred by a school for the following:
 - a. materials used for goods that are intended for the student to take home for personal use or as a gift;
 - b. the purchase of paper, writing tools, calculators (except graphing calculators), student planners (agendas), exercise books, compact disks, external drives or computer diskettes, appropriate clothing for safe participation in school programs, other school supplies and equipment for a student's personal use;
 - c. the rental of musical instruments for a student's personal use;
 - d. participation in Specialty Academies;
 - e. participation in trades or apprenticeship programs where the student is registered with the Industry Training Authority;
 - f. participation in optional educational activities designed to enhance any educational or extra-curricular program (e.g. field experiences not required to meet the prescribed learning outcomes of a course leading to graduation).
2. In setting the schedule of fees and deposits, every reasonable effort will be made to ensure that the fees and deposits are:
 - a. in keeping with district-wide guidelines;
 - b. based on the recovery of actual additional costs to the school; and
 - c. kept to a minimum cost
3. Each Principal will submit a copy of the schedule of school fees and deposits to the Superintendent of Schools prior to May 31 of each year and share the information with the public by July 1 of each year.
4. In keeping with the legislative requirements for fair access in the event of financial hardship, the Principal, in consultation with the School Parent Council (SPC), will develop procedures for addressing individual cases where participation may be precluded by demonstrable financial hardship (refer to the procedures outlined in item D of this regulation).

A. Fees for Specialty Academies

1. The Principal, in consultation with staff, the Parent Advisory Council (PAC) and the SPC, will establish the annual fee required for the school to recover direct additional costs associated with offering a specialty academy. A specialty academy is defined as an educational program approved by the School Planning Council, that emphasizes a particular sport, activity or subject

area that meets the prescribed criteria set out in the regulations. It is clearly understood that this fee relates to program costs associated with the specialty academy which are over and above the standard educational program.

2. Following approval of the proposed fee for any specialty academy by the SPC, the Principal will submit a copy of the fee schedule to the Superintendent of Schools prior to May 31 of each year and make the fee schedule available to the public by July 1 of each year.

B. Fees for Trades Certification Programs

1. The Principal, in consultation with staff and the PAC, will establish the annual fee required for the school to recover direct additional costs associated with offering a trades certification program. It is clearly understood that this fee relates to program and equipment costs associated with the trades program which are over and above the standard educational program.
2. After consultation with the PAC regarding the proposed fee for any trades certification program, the Principal will follow the Administrative Regulations of this policy.

C. Fees for Musical Instruments

1. The Principal, in consultation with staff and the PAC, will establish the annual fee required in the case of individual students who wish to have a musical instrument for their own personal use. This applies in the case of instruments owned by the district as well as instruments rented from commercial providers.
2. After consultation with the PAC regarding the proposed fee for musical instrument rentals, the Principal will follow the Administrative Regulations of this policy.

D. Optional Educational Activities

- 1 Optional educational activities designed to enhance any educational or extra-curricular program:
 - a) the Principal, in consultation with the staff and the PAC, will establish fees required for the school to recover the direct and additional costs associated with offering extra-curricular programs (athletics, student performances) and optional educational programs, including field trips, that enhance the curriculum, but are not required to meet the prescribed learning outcomes;
 - b) the Principal will submit a copy to the Superintendent of Schools and ensure that the fee schedule is established and published by July 1 of each year;
 - c) in keeping with the legislative requirements for fair access in the event of financial hardship, the Principal, in consultation with the PAC, will develop procedures for addressing individual cases where participation may be precluded by demonstrable financial hardship.

E. Procedures in Case of Individual Financial Hardship

1. The Principal will involve the staff and the PAC in developing procedures for dealing with individual cases when demonstrable financial hardship may preclude a student from participating in the program or activity. In doing so, schools will adhere to the following District guidelines:
 - a) simplicity (process for requesting support is straight-forward, easy to understand and easy to follow);
 - b) privacy and dignity (those who request support can be confident that their circumstances will be treated confidentially and protected; this applies to parents/guardians as well as students)
 - c) individuality (consideration will based on individual situations and circumstances)
 - d) fairness (fair and equitable consideration will be given to all applicants).

2. The Principal will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff member privately and in confidence. Consequently, all members of staff need to be fully aware of this provision and be able to advise parents/guardians and students accordingly.

3. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options:
 - a) deferred payment
 - b) payment over time
 - c) partial waiver
 - d) full waiver

4. In the event of a requirement to report out on the use of funds in cases of financial hardship, then the Principal will do so only in general terms in order to protect individual privacy and confidentiality.

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