

ADMINISTRATIVE PROCEDURES #102

SCHOOL FEES

BACKGROUND

The Board of Education is committed to its obligation under the *School Act* to provide access to instruction in educational programs that are sufficient to meet graduation requirements, as well as provide educational resource materials necessary for participation in such a program. In addition to providing access free of charge, in accordance to Section 82 of the *School Act*, schools may collect fees and/or deposits for a wide range of school programs and/or activities that enrich a student's educational experience. The purpose of this procedure is to clarify when, and for what purpose, fees and deposits may be charged to students on a cost-recovery basis, as well as to outline the processes that need to be in place to ensure that students are not excluded from participation in programs and activities due to financial hardship.

PROCEDURES

In accordance with the *School Act*, fees may be charged for items such as:

1. materials, optional workbooks and equipment beyond what is necessary to meet the required learning outcomes of an educational program provided by the Board;
2. the purchase of optional materials, such as student planners, annuals, workbooks and/or year books;
3. the rental of musical instruments for a student's use;
4. materials that are intended for students to take home for personal use or as a gift;
5. participation in specialty academies or trades or apprenticeship programs where the student is registered with the Industry Training Authority;
6. the purchase or rental of tools, equipment, and materials necessary for a student's participation in a trades or apprenticeship program; and,
7. participation in optional educational activities designed to enhance any educational or extra-curricular program (such as, field experiences that are not required to meet the prescribed learning outcomes of a course leading to graduation).

The intent in charging fees is to assist in covering costs without generating profit. Furthermore, individual accommodations will be made in cases where financial hardships might otherwise preclude a student's participation in a program or activity. Parent(s) and/or guardian(s) will be provided with opportunities for their student to bring appropriate supplies and equipment from home without having their material choices unreasonably directed by the school.

The principal of the school shall be responsible to:

1. approve school fees as outlined in this procedure, by submitting a copy of the schedule of school fees and deposits to the Superintendent or designate prior to April 30 of each year;
2. provide an annual presentation to the Parent Advisory Council (PAC) or equivalent, such as the Community School Advisory Council at community schools, regarding the proposed fees, noting any changes to fees, for the following school year;
3. share with the PAC or equivalent the procedures for addressing individual cases where participation may be precluded by demonstrable financial hardship as outlined in this procedure; and,
4. share the fee information for the following school year with the public by July 1.

Specialty Academies

1. The principal, in consultation with school staff and the PAC or equivalent, 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 that emphasizes a particular sport, activity or subject area and 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. After consultation with the PAC or equivalent regarding the proposed fee for any specialty academies, the principal will follow the Administrative Procedures outlined in this document.

Trades Programs

1. The principal, in consultation with school staff and the PAC or equivalent, 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 or equivalent regarding the proposed fee for any trades certification program, the principal will follow the Administrative Procedures outlined in this document.

Musical Instruments

1. The principal, in consultation with school staff and the PAC or equivalent, will establish the annual fee required for individual students who wish to rent a musical instrument for personal use.
2. After consultation with the PAC or equivalent regarding the proposed fee for musical instrument rentals, the principal will follow the Administrative Procedures outlined in this document.

Field Experiences and Optional Extra-Curricular Activities

School fees may be charged for the school to recover the direct and additional costs associated with offering extra-curricular programs (such as: athletics, student performances, and/or clubs). School fees may also be charged for optional educational programs, including field experiences that enhance the curriculum, but are not required to meet the prescribed learning outcomes. Fees for optional enhancement activities shall be set to recover costs associated with admission, accommodation, meals, equipment rentals, and transportation.

Financial Hardship

1. The principal will involve school staff and the PAC or equivalent in developing procedures for dealing with individual cases when financial hardship may preclude a student from participating in the program or activity. In doing so, schools will adhere to the principles of simplicity, fairness, respect, dignity, and confidentiality.
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 staff members must be fully aware of this provision and be able to advise parent(s) and/or guardian(s) and/or students accordingly.
3. The principal will receive and manage all requests for support and consideration. In doing so, the principal may consider options such as deferred payment, payment over a period of time, partial waiver, or full waiver.
4. In the event of a requirement to report on the use of funds in cases of financial hardship, then the principal will do so only in general terms to protect individual privacy and confidentiality, unless legally required to name the individual and in which case the individual must be notified in advance of such a requirement.

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Cross References: