

STUDENT FEES

Background

Section 82 of the School Act states the District must provide free-of-charge, to school-age students, resident in the District and enrolled in an educational program at one of its schools the following:

- Instruction in an educational program sufficient to meet general graduation requirements, including instruction after graduation for students still of school-age, and,
- Educational resource materials necessary for participation in the educational program, unless those programs are exempted by Ministerial Order 236/07.

The District may charge fees for goods and services in accordance with Ministerial Order 236/07 and Section 82 of the School Act. The District may also require refundable or partly refundable deposits for educational resource materials in accordance with Section 82 of the School Act.

The District believes in the provision of a broad general education, containing options for student needs and interests, combined with a common core of learning. While the District will provide an education program free of charge to ordinarily resident school age students, it may also charge fees and deposits for some goods and services as reasonable and consistent with legislated requirements.

Procedures

1. The Board will not charge any course fees. Educational resource materials necessary for participation in the educational program which is required for graduation shall be provided free of charge.
2. Student fee schedules must be approved by the Superintendent by May 31 for implementation the following September. The Board has retained the right to set fees for Academies and International Students.
3. Principals are authorized to use school funds to cover fees for students who would otherwise be excluded due to financial hardship.
4. Student fees may be charged for:
 - 4.1 Deposits for educational resource materials, such as textbooks, reusable workbooks, novels and other resource materials. The District will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of the terms of the deposit at the time that the deposit is required.
 - 4.2 Goods intended for the student to take home for personal use;

- 4.3 Goods such as writing tools, calculators, student planners, exercise books, or other supplies and equipment for a student's personal use;
- 4.4 Supplies and equipment which are parents'/students' responsibility;
- 4.5 Rental fees for musical instruments;
- 4.6 Optional activities which enhance and support the learning outcomes of courses in Physical education, such as rock climbing, hockey and golf;
- 4.7 Upgraded materials in elective courses such as woodworking, home economics or art. Students may choose to upgrade materials and either bring them from home or be charged a fee;
- 4.8 Student activity fees such as student agendas, student leadership activities, clubs, cultural performances and special events and student activities organized by the school.
- 4.9 Optional activities or services such as yearbooks, athletics, extra- curricular activities and travel, optional field trips and graduation activities (cap and gown, dinner and dance), on a cost-recovery basis; and
- 4.10 Certain school courses and programs that offer the opportunity for students to acquire certification in areas such as First Aid, CPR, Food Safe and Super Host. These certifications are not curriculum requirements and student participation is optional. Students will be charged a fee to cover the cost of the certification cost if they choose to obtain it.

5. Specialty Academies

- 5.1 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 this Administrative Procedure.
- 5.2 Schools offering a specialty academy must consult with their school Parent Advisory Council. There must be sufficient demand for the specialty academy.
- 5.3 Schools offering a specialty academy must make sufficient instruction available for students enrolled in the academy to meet the general requirements for graduation.
- 5.4 Students enrolled in a specialty academy may be charged fees related to the direct costs incurred in providing the specialty academy.
- 5.5 On or before May 31, a school offering a specialty academy must:
 - 5.5.1 Establish a schedule of fees and make the schedule of fees available to the public.
 - 5.5.2 Consult with the Parent Advisory Council and obtain their approval for the specialty academy schedule of fees.
 - 5.5.3 Seek approval from the Board of Education for the specialty academy schedule of fees.

6. Trade Programs

- 6.1 A trades program is defined as an educational program that is designed to certify a student for a particular occupation and includes an apprenticeship for students registered with the Industry Training Authority Act.
- 6.2 Students participating in a trades program may be charged fees for the purchase or rental of necessary tools, equipment and materials or the student will be required to provide his or her own tools, equipment and materials for their participation in the trades program.

7. Field Trips and Extra-Curricular Trips

- 7.1 Schools may not charge fees where participation in a field trip is mandatory and participation is necessary in order for the student to meet the learning outcomes or assessment requirements of a course.
- 7.2 Schools may charge fees for optional field trips that enhance and add value to a student's learning experience but are not essential to the learning outcomes.
- 7.3 Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes, therefore fees, which are limited to expenses, may be charged. Excluding international trips, no student shall be denied an opportunity to participate through an inability to pay.

8. Financial Hardship

- 8.1 Principals are responsible for establishing a procedure to facilitate participation in school activities by students who would otherwise be excluded due to financial hardship. Principals will consult with teachers, students and parents in the development of such a procedure.
- 8.2 The hardship procedure must incorporate the principles of fairness, respect, dignity, confidentiality and sensitivity. Students, parents and staff will be advised on the procedure.
- 8.3 All communications with students and parents regarding fees and deposits must include a statement explaining that fees will not be a barrier to student participation in school activities. No student will be denied educational opportunities offered at the school due to financial hardship.

Reference:
Sections 20, 22, 65, 82, 85 School Act
Ministerial Order 236/07

Adopted: September 1, 2018