

## Administrative Procedure 505

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### STUDENT FEES

#### Background

Under Section 57, the Education Act allows for the Board to charge fees to parents provided:

1. The Board shall not charge any fees for textbooks, workbooks or photocopying, printing or paper supplies.
2. The Board must establish policies and procedures respecting the charging of school fees.

#### Procedures

##### 1. School-Based Fees

- 1.1 Principals, with the Superintendent's approval, may levy school-based fees for programs with consumable costs and special activities and functions (Appendix).
- 1.2 School-based fees shall only be used for the purpose they were collected and should relate directly to the cost of supplies and materials provided to students.
- 1.3 Parents and students are to be notified in advance of any event for which a fee will be charged. The notice will also include a description of the event, cost, total funds required and options for students not participating. Unless explicitly stated to parents prior to the fee being charged that unused fees will be used for another purpose, unused fees shall be refunded to the parents who paid them.
- 1.4 Students completing projects which will become their property are required to pay for the cost of materials.
- 1.5 Annual fee schedules for school-based programs and consumable costs will be submitted to the Secretary Treasurer by May 15 of each year.
  - 1.5.1 The Principal must consult with School Council prior to setting, increasing or decreasing school fees. Consultation will include the following:
    - 1.5.1.1 Fee amount;
    - 1.5.1.2 Criteria for charging the fee (i.e. course or grade level);
    - 1.5.1.3 What will be purchased using the fee;
    - 1.5.1.4 What will be done with the unused funds; and,
- 1.6 The Board will approve school fees by June 1 of each year.
- 1.7 Once approved, the school fees shall be listed on the school's public website prior to the last operational day of the school year.

2. Provision will be made for the waiver of fees for students whose families are unable to pay them.
  - 2.1 No student will be denied instructional resources or prohibited from participating in any school event or program because of the failure to pay the required fee.
  - 2.2 The Principal may waive fees upon receiving a verbal or written request from parents/guardians in which they communicate concerns about the financial hardship they are experiencing. The Principal may ask for more details about the circumstances regarding the hardship, but shall not be confrontational or challenging. In the process of considering the waiver request, the Principal shall always respect both the privacy and dignity of the individual making the request.
  - 2.3 In the event that the parents/guardians are not satisfied with the resolution proposed by the Principal, the parents/guardians may appeal to the Superintendent.
3. Student fees shall be payable at the school office at the beginning of the school year.
4. If an instructional resource is lost or damaged beyond use, the replacement costs shall be charged to students/parents.
5. The Principal shall share this Administrative Procedure with staff and with the School Council by the end of the month of February each school year.

Reference: Section 19, 21, 23, 32, 33, 52, 53, 59, 68, 113, 196, 197, 222, 257 Education Act

## Administrative Procedure 505 – Appendix

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### School Fee Guidelines

#### Elementary (ECS to Gr. 6)

- Cultural/Event fee \$10
- Agenda \$10 (*optional*)

#### Junior High (Gr. 7/8/9)

- Cultural/Event fee \$10
- Options \$20/option (*to a maximum of \$60/year for all options*)
- Band (no instrument rental) \$10
- Band (with instrument rental) \$50

#### High School (Gr. 10/11/12)

- Cultural/Event fee \$10
- Options \$30/option (*to a maximum of \$100/year for all options*)
- Band (with instrument rental) \$50

Note: Other fees, such as swimming lessons, field trips, etc. can be charged at the time of event. Parents and students are to be notified in advance of any event for which other fees will be charged.

Reference: Section 19, 21, 23, 32, 33, 52, 53, 59, 68, 113, 196, 197, 222, 257 Education Act