

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT:      STUDENT FEES</b>
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**Preamble:** The Ministry of Education has approved the charging of moderate student activity fees as opposed to blanket registration fees that include compulsory courses or materials. The main area of costs that this activity fee will help to cover are those associated with special events, program enhancements and field trips that are not mandatory elements of a course. A component of this can also go to cover the consumable costs associated with co-curricular and extra-curricular activities. It is at the Principal's discretion to use these monies to help defray the costs of athletics, drama productions, school clubs and student council activities. Other areas that the activity fee can go towards, as suggested by the Ministry, are: student handbook planners, school dances, theme days and undergraduate or student recognition / awards programs.

## **Procedures:**

### Elementary Schools

- 1.0 Schools will provide basic equipment and supplies to elementary students. There may be additional materials that are suggested as beneficial, but are not mandated.
- 2.0 Students may be asked to pay partial or total costs for co-instructional field trips.
- 3.0 Schools may charge for optional consumables.
- 4.0 Any communication to parents should clearly indicate that any suggested purchase of materials is optional.

### Secondary

- 1.0 Schools may charge for optional consumables.
  - 2.0 Schools may charge fees where the student chooses to upgrade required materials and keep them for their own personal use.
  - 3.0 Schools may charge students for workbooks if the student wishes to keep the workbook following completion of the course. If the workbook is a required resource for a course, workbooks must be available for loan to students, at no cost, who do not wish to purchase.
  - 4.0 There should be no charges levied for materials that are integral to courses (e.g. learning materials, safety glasses, gloves, aprons, etc.).
  - 5.0 The school will not charge students a fee for the use of textbooks.
  - 6.0 The Principals'/Vice-Principals' Association will establish activity fees which help support school extra-curricular activities. This will be done for each school year by the end of May (June) in the preceding year, subject to approval by the appropriate School Superintendent.
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- 7.0 Prior to the beginning of each school year, the Principal will, in consultation with school staff, student organizations, Student Council and School Councils, as appropriate:
- a) establish a student activity fee set by the Principals'/ Vice Principals' Association;
  - b) establish fees, where appropriate, for items such as: locker rental (including use of a school supplied lock), commencement cap and gown rental;
  - c) where possible, establish the costs of the school yearbook;
  - d) where possible, establish the nature, frequency and costs of field trips subject to the approval of the appropriate Superintendent consistent with Board Policy and Regulations.
- 8.0 The Principal communicates:
- a) to the students and parents and the appropriate Superintendent, prior to registration at the beginning of each school year, the amount and specific reasons for established registration fees;
  - b) to the respective students and parents on an ongoing basis, as appropriate, the costs and reasons for the costs of field trips or special activities, as they occur from time to time.
- 9.0 The Principal will implement financial record-keeping practices to ensure appropriate accountability for the use of the fees as communicated to students and parents.
- 10.0 Financial consideration will be given to any parent, guardian, or student experiencing financial hardship that might limit the student's access to participate fully.

Reference: Policy

Implementation Date: February 9, 2002

Revised: May 2002

Revised: September 18, 2017