

Administrative Procedure 505

SCHOOL FEES

Background

Some school fees, other than tuition are necessary for schools to recover the cost of instructional materials used in specialized courses (art, career and technology studies, etc.) and for rental of textbooks, band instruments and lockers. In order to provide for consistency throughout the Division, the Board will continue to set school fees.

The Division will assess school fees to recover the cost of certain instructional materials as provided for in the School Act. The Division will endeavour to keep school fees assessed students to a minimum.

Procedures

1. School fees will be set annually by the Board in consultation with the schools.
2. The Division has approved the following fees:
 - 2.1 Textbook rental

The Division authorizes the renting of textbooks to students at a fee sufficient to cover the costs of administration of the plan to recover in three years the cost of textbooks provided. The fee will be calculated on the cost of the complete set of textbooks required for the academic program at the Elementary and Middle School levels. At the High School level, fees are computed on the basis of texts required for actual courses taken.
 - 2.2 Student Accident Insurance

The fee for this optional coverage is authorized. Schools will collect and transmit funds to the authorized insurance agent.
 - 2.3 Locks for Lockers

An annual rental fee per lock shall be assessed where locks are provided for lockers in the school system.
 - 2.4 Career and Technology Studies (Home Economics and Industrial Arts)

Students participating in Career and Technology Studies courses will be assessed a fee that will adequately cover the cost of materials used by students in any Career and Technology Studies courses. This fee will be collected prior to the commencement of each course.
 - 2.5 Art Courses

Students participating in any Art courses at the Middle and High School level will be assessed a fee that will adequately cover the cost of materials used by



students in any Art course. This fee will be collected prior to the commencement of each course.

2.6 General Fee

A request to assess students a general fee may be submitted to the Board through the Superintendent for approval. This request should specify the purpose for the fee.

2.7 Band Instrument Rental

Those students wishing to rent a band instrument will be assessed an annual fee to cover the cost of maintaining band instruments.

2.8 School Council Fee

An annual fee of \$1.00 per student may be assessed to cover School Council operating expenses. This fee would be collected by the principal and assigned to the School Council Treasurer who would be accountable for all disbursements. School Councils wishing to assess this fee should so advise the principal no later than March 31 of the previous school year.

3. No fees other than those authorized by the Board will be assessed against any student attending any of the schools in the Division.
4. The collection of all school fees is the responsibility of the school.
5. Schools will make provisions for those circumstances where families cannot afford to pay school fees. Students whose families cannot afford school fees must not be penalized or prohibited from participation in programs. These provisions are to be communicated clearly to staff and students.
6. During the budget preparation process, in consultation with school staff and the School Council, the principal will develop a recommendation and rationale for the upcoming year's school fees. This recommendation and rationale will be provided to the Superintendent on or before March 1 of each year.
7. After due consideration, and before March 30 of each year, the Board will determine the school fees for the upcoming year.
8. Schools shall advise parents of the amount and purpose of approved school fees prior to or at the time of registration.
9. School fees for elementary and middle schools are due and payable on the first day of classes for the school year, and for high schools, on the first day of each semester.
10. Parents requesting waivers of fees must do so through the office of the Superintendent.
11. Unpaid school fees will be subject to a collections process.

Reference: Section 16, 20, 60, 61, 113, 116, School Act

