

## Administrative Procedure 505

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# SCHOOL FEES AND DEPOSITS

## 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:

- 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.

The District will endeavour to provide a wide range of educational opportunities for all students, including many additional enriching activities.

The purpose of this Administrative Procedure is to clarify the fees and deposits that may be charged by schools and to provide a process to ensure that students are not excluded from full participation in school activities due to financial hardship.

## Procedures

### 1. Deposits

- 1.1. In accordance with Section 82 of the School Act, the District may require deposit(s) for educational resource materials, such as textbooks, novels and other resource materials. The District will refund all or part of the deposit to the students upon return of the educational resource materials. Students will be advised of terms of the deposit at the time that the deposit is required.

### 2. Fees for Goods and Services

- 2.1. The District will not charge any course fees or other charges that are imposed because a student has elected to take a particular course.
- 2.2. Students will not be required to pay fees for basic materials for projects necessary to meet course requirements (e.g., woodwork, cooking, textiles).
- 2.3. Students who choose projects with material costs that exceed the basic materials must have the permission of their teacher and parents. Such project materials may be supplied by the student or purchased from the school.
- 2.4. The District may charge fees to students for:
  - 2.4.1. materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the District;
  - 2.4.2. the purchase of paper, writing tools, calculator, student planners, exercise books and other supplies and equipment for a student's personal use (e.g.,

where school offers these supplies for sale to students and students do not bring their own supplies to school);

2.4.3. the rental of a musical instrument for a student's personal use.

2.5. The District expects that students will attend school with:

2.5.1. appropriate personal clothing for school activities (e.g. gym strip, footwear, outerwear, aprons);

2.5.2. personal safety equipment (e.g. safety boots and gloves);

2.5.3. musical instrument (where the student is enrolled in a band or strings program);

2.5.4. appropriate materials, supplies and equipment for the student's personal use (e.g., pens, pencils, erasers, exercise books, rulers, calculators, film and paper).

3. Field Trips and Special Events

3.1. The District will not charge fees in respect of field trips or special events except for expenses, including transportation, accommodation, meals, entrance fees and equipment rental.

4. Establishing Annual Fees Schedules

4.1. Prior to each school year, the Principal, after consultation with teachers, students and parents, will recommend to the Superintendent a schedule of school fees and deposits for the school.

4.1.1. This schedule will be provided to the Superintendent by no later than May 15 of each school year.

4.1.2. After reviewing the schedule, the Superintendent will make a recommendation to the Board, the Board will then consider the recommendation of the Superintendent.

4.2. Each Principal will distribute its approved fee schedule to students and their parents before the beginning of the school year.

4.3. The Superintendent may establish District fee guidelines for elementary and secondary schools.

5. Financial Hardship ([Form 505-1](#))

5.1. Principal and Vice 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.

5.1.1. The procedure must incorporate the principles of fairness, respect, dignity, confidentiality and sensitivity. Students, parents and staff will be advised of the procedure.

5.2. 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.

5.3. In secondary schools, the statement explaining that no student will be denied educational opportunities offered at the school, will be published along with the fee schedule in the school course selection handbook. The procedure for addressing financial hardship will also be included in the handbook.

Reference: Section 20, 22, 65, 82, 82.1, 82.2, 82.3, 82.4, 85 School Act  
Ministerial Order 236/07  
School Regulation 265/89

Approved: March 4, 1997  
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