

Student Fees and Deposits

Policy 6330

October 27, 1998

Revision Date: March 1, 2018

The School Act states that Boards must provide school age students, resident in the School District and enrolled in an educational program at one of its' schools, resource materials free of charge that are necessary for participation in an educational program unless those programs are exempted by Ministerial Order 236/07. A Board may charge fees for goods and services in accordance with Ministerial Order 236/07 and Section 82 of the School Act. A Board may also require refundable or partly refundable deposits for educational resource materials. To this end, the Board will ensure that a schedule of fees and deposits is published at each school prior to the beginning of the school year and is available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Board will ensure fair and confidential procedures which will allow participation in activities by students who would otherwise be excluded due to financial hardship.

Legal References: *School Act, Section 82*
 Ministerial Order 236/07

Guidelines

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

1. Deposits

- 1.1 In accordance with Section 82 of the School Act, a school may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, novels and other resource materials. The school will refund all or part of the deposit to the student 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 Materials, Supplies, Equipment and Instruments

- 2.1 In accordance with the Ministerial Order, the Board expects that students will attend school with:
 - a. appropriate personal clothing for school activities (eg. gym strip, footwear, outerwear, aprons, etc.);
 - b. personal safety equipment (eg. safety goggles, safety boots and gloves, etc.);
 - c. a musical instrument where the student is enrolled in a band program; and

- d. appropriate materials, supplies and equipment for the student's personal use (eg. pens, pencils, erasers, exercise books, rulers, calculators, memory storage devices, and paper, etc.).
- 2.2 Subject to the Ministerial Orders, a school will not charge fees for goods and services without which the student could not meet required learning outcomes or assessment requirements of an educational program provided by the Board.
- 2.3 Students will not be required to pay fees for basic materials for projects necessary to meet course requirements. 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 A school may charge fees to students for:
 - 2.4.1 the purchase of paper, writing tools, calculator, student planners, exercise books memory storage devices and other supplies and equipment for a student's personal use (ie. where the school offers these supplies for sale to students and students do not bring their own supplies to school); and
 - 2.4.2 the rental of musical instruments for a student's personal use.
- 3. Fees for Field Trips and Special Events
 - 3.1 In accordance with the Field Trip Policy #6220, fees shall not be charged for transportation in respect of curricular field trips or special events.
- 4. Establishing Annual Fees Schedules
 - 4.1 Prior to the commencement of each school year the Principal will establish a schedule of school fees and deposits for the school. This schedule will be provided to parents/guardians annually.
- 5. Financial Hardship
 - 5.1 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.
 - 5.2 A student eligible to have any fees waived as a result of an inability to pay for shall not be discriminated against nor shall there be any identification of a student who has received financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district procedure

expose a student receiving a hardship waiver to any type of stigma or ridicule by other students or school district personnel.

- 5.3 The district will structure activities to accommodate greater inclusion of students by selection projects that attain the expected learning outcomes in the most cost effective ways.
- 5.4 Financial support will be given to students who do not have the ability to pay.
 - 5.4.1 Using the principles of fairness, respect, dignity, confidentiality and sensitivity student and parents will be invited to approach any staff member, including administration if it is necessary to request a waiver of fees due to financial hardship.