

Policy 21

SCHOOL FEES AND CHARGES

Under Section 39, the School Act allows for the Board to charge fees to Parents provided:

1. They are used for the purpose for which they were collected;
2. They are the types of fees that are allowable under the School Fees and Costs Regulation.

Definitions

Basic Educational Services

The services, supports and materials required for a student to meet the core curricular outcomes at a basic level as defined in the Guide to Education. (Math, Science, Language Arts, Social Studies, Religion, Physical Education, Health, Art, Music) Examples of the basic level of service include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

Enhanced Educational Services

Services and materials that are not required to meet the core curricular outcomes at a basic level as defined in the Guide to Education but that are provided to enhance the student's learning opportunities. Examples include curricular field trips, programs of choice, cultural activities, one to one student technology and options programming.

Non-curricular Services

Optional activities or materials outside of the educational mandate of the Division. Examples include non-curricular events, sports teams, clubs, agendas, lunch hour supervision, lockers, parking, extended non-curricular trips and other mandatory non-curricular materials.

The Board shall approve the Division Fee Schedule during the Spring budgeting process that sets what fees may be charged and what maximums may be charged by grade level for each fee.

Within the limits set by the fee schedule, the Board authorizes the Superintendent to set and collect school fees or sub-delegate this authority, provided the following principles are followed:

Principles

1. Schools shall not introduce new fees or increase existing fees by more than 5% per year without Board approval. Fees exempt from this requirement are field trips and non-curricular travel.
2. No parent shall pay a fee that is prohibited under the School Fees and Costs Regulation or that is for Basic Educational Services.
3. Parents shall be provided the opportunity to have their students receive Basic Education Services at no cost.
4. Parents shall be provided with the opportunity to be consulted annually on fees and will be provided with what services and/or supports are provided by the fees prior to a fee being charged.
5. Fees are to be charged on a cost recovery basis and are to benefit the student of the parents who paid the fees.
6. The Division will support a transparent fee waiver procedure where the criteria and procedure for fee waivers are posted on the Division's website. The public shall be reminded annually of the fee waiver procedure.
7. The Division will refund fees back to parents based on how much of the fee has already been spent on the child.
8. A student's educational experience shall not be impacted by non-payment by parents. Only services related to programs of choice or non-curricular services may be denied to students as a result of non-payment of fees.
9. Parent disputes on fees shall be subject to appeal to the Secretary-Treasurer.

Legal Reference: Section 39 School Act
School Fees and Costs Regulation
Guide to Education ECS to Grade 12