

## **SCHOOL FEES, CHARGES AND DEPOSITS**

The Superintendent/Secretary-Treasurer (or designate) must authorize all fees, charges and deposits to be levied during a school year. Any such fees, charges and deposits must accede to the intent and spirit of the *School Act* and all related regulations or orders.

1. Parents and students are responsible for providing:
  - a. school supplies and equipment, such as pens, exercise books, paper, calculators, film, and rulers for the student's personal use;
  - b. appropriate personal clothing for school activities such as gym strip, footwear and outerwear;
  - c. safety equipment, such as gloves and boots, for the student's personal use;
2. The school may charge fees for goods such as paper, writing tools, calculators, student planners, exercise books, computer flash drives, and other supplies and equipment for the student's personal use. The school may charge fees for goods that exceed, in cost or quantity, the materials provided by the school to complete projects required in any course or program. The school will not charge for specialized equipment that is retained by the school at the end of the course but a deposit may be required.
3. Any school submitting a request for approval for a Board Authority Authorized course must indicate if there are any associated course costs and outline such costs.
4. The school may charge fees for expenses associated with extra-curricular field trips or special events that are not considered as contributing to the student's program required for graduation. Those fees must be limited to defraying actual and specified costs of transportation, accommodation, meals, admission fees and equipment rentals. The school must ensure that an alternative activity is planned for those students who do not participate in the optional field trip.
5. A school may require a deposit for educational resource materials such as textbooks, reusable workbooks and novels. The deposit will be refunded in whole or in part upon the return of the materials. The criterion for full or partial return of deposits will be made known to students or parents when the deposit is requested. Such a deposit may be requested of all registered students, including those in home schooling programs.
6. The School Principal at each school will recommend to the Superintendent/Secretary-Treasurer (or designate) a schedule of fees, charges or deposits.
7. By the end of May, the Superintendent/Secretary-Treasurer (or designate) will forward to the Board the schedule of fees, charges or deposits that will be applied in each school during the subsequent school year.
8. Parents must be informed of those items included on the list of fees that are for optional purchase only.