

Policy 19

SCHOOL FEES

The Board believes that it is necessary to establish a fee schedule for specific courses or school-related activities, projects or items.

Definitions

Optional Course Fees:

- For additional materials & supplies associated with course options such as band/music, fine arts, CTS or other optional or elective courses or programs.

Activity Fees/Field Trip Fees

- For transportation, admission, accommodation & other charges (including in-school clinicians/presenters) associated with curriculum activities and out of school field trips.

Extracurricular Fees

- For clubs/student unions, sports teams, intramurals, or other programs designed to broaden scholastic experience.
- Includes charges for materials and activities associated with the club/team, etc. including travel and competition fees for successful athletics or arts teams and students.

Non-Curricular Activities & Travel:

- For costs associated with extended registration and any required travel (which may include overnight travel) related to optional non-curricular arts events, athletics, as well as domestic and international trips.

Early Childhood Services:

- For full day or progressive ECS programs that provide greater hours of instruction than required (475 hours per year).
- Fees related to funded half-day kindergarten must be classified to other categories as applicable.
- Fees to run pre-Kindergarten programs such as Great Beginnings programs.

Technology User Fees:

- Amounts charged for rental of computers, iPads or other electronic devices.

Non-Curricular Goods and Services

- Fees charged to parents in exchange for goods or services common to most students or a cohort within the population, including yearbooks, locks, student ID, uniforms, gym strip, library, agendas, students union, insurance, grad ceremony fees, parent-teacher associations, and fitness fees not associated with curriculum.

Alternative Program Fees:

Amounts charged under Section 21 (4) of the *School Act*, for a program (not an individual course) that emphasizes a particular language (not French), culture, religion or subject matter or uses a particular teaching philosophy. Fees are calculated based on the costs incurred by board over and above those incurred through providing regular programs.

Other fees that enhance education:

- Fees related to providing students with additional support not described or covered by the preceding fee categories; such as exam preparation, tutoring and summer school.

Specifically**A. School Fees:**

1. School fees are to be used only for the purpose for which they are collected. Only school fees defined by this policy and included under Form 2-1 – Fee Schedule may be charged.
2. Maximum limits on school fees for the subsequent school year shall be established by the Board as part of the budget development process and approved in accordance with the provincial budget submission requirements.
3. The Board shall approve all fees.
4. School fees collected by the school will be remitted to Aspen View Public Schools as directed by the Superintendent and/or designate.
5. The Superintendent will establish procedures to consult with parents prior to the implementation of the Fee Schedule.
6. The Superintendent will annually submit to the Board a summary of any fees collected and the expenses incurred.

B. Waiving of School Fees

The Board believes that all children should be given opportunity to participate in educational activities to the greatest extent possible.

1. The Superintendent will develop procedures for the waiving of school fees.
2. The School Principal will be responsible for waiving fees in accordance with procedure for any school-based fees. See Form 2-2.
3. The Secretary Treasurer will be responsible for waiving fees in accordance with procedure for any division-determined fees. See Form 2-2.
4. Parents may appeal a decision regarding the waiving of fees to the Superintendent of Schools and subsequently to the Board as per Policy 13 – Appeals Regarding Student Matters.

5. Schools will develop and communicate procedures regarding fundraising to parents and students.

Reference: Section 60, 61, 113 School Act
Section 57 Education Act
Policy 13 – Appeals Regarding Student Matters
School Fees and Cost Regulation
AP 520 – School Generated Funds
AP 260 – Educational Field Trips