



Adopted: 2006-07-04

Policy JQ

Financial Contributions from Parents or Students

The New Frontiers School Board has adopted the Policy on Financial Contributions from Parents or Students with a view to providing schools and centres with the necessary framework to comply with the Education Act, while exercising the rights and responsibilities that are conferred upon them. The principle of the right of access to public education, funded through tax dollars contributed by all members of society, must be taken into account in considering which user fees should be charged to parents or students who benefit directly from services provided by the education system. Furthermore, in an attempt to uphold the goal of universal free access to education, it is the intention of New Frontiers School Board to maintain financial contributions charged to parents or students at the lowest possible level. The application of this policy shall take effect for the start of the 2006-2007 School Year and applies to all elementary, secondary and adult education schools and centres.

Purpose & Intent

This policy identifies the roles and responsibilities of the School Board, Governing Boards, principals and centre directors, parents, and students. It also describes the elements that must be taken into account before fees are charged to parents or students, and describes the types of objects or services for which fees may be charged. The application of the principle takes into account financial contributions that may be required for services not included or prescribed by the basic regulations established by the government or duly authorized by the Education Act. Financial contributions required of parents or students must be used to cover actual costs of products or services and not as a means to generate profit for the school. This policy applies to all schools and centres.

Legal Framework

The following articles from the Education Act apply to this policy: Articles 3, 7, 8, 77.1, 90, 91, 212.1, 255, 256, 257, 258, 292 and 293.

Responsibilities

- **School Board**
The school board is responsible for the implementation and monitoring of the policy and also for ensuring that the provisions of the law are respected. The school board may determine a maximum amount for the type of material or services for which fees can be requested from the parents or students.
- **Principal/Centre Director**
The school principal or centre director must prepare and present to the Governing Board a proposed listing of objects and services that are not free to students in accordance with the Education Act and in keeping with the school budget. The school principal or centre director must ensure that the materials recommended by the teachers will be used to their fullest. He/she must authorize the fees to be charged and be prepared to explain the details of these fees.
- **Governing Board**
The Governing Board shall approve a list of objects and services that are not free for students, in accordance with school board policy, and must take into consideration financial contributions that may be charged for other services.
- **Parents**
Parents are required to pay the fees that are invoiced once the Governing Board has given its approval.
- **Students**
Students are responsible for the material and/or equipment placed at their disposal and, in the case of adult or vocational education students, to pay the fees.

Suggested Categories for School Fees at the Elementary and Secondary Level

The following categories of financial contributions include the cost for: activities, consumables, optional activities, field trips, noon-hour supervision fees, daycare fees, lunch programs and transportation.

- **Activity Fees**
Some schools may choose to charge a separate fee for a student's proportional share of expenses incurred for optional activities at the school such as a presentation by a dance troupe, guest speaker, etc.
- **Consumable Fees**
The consumable fees include perishable material such as art supplies, craft materials, paper, glue, workbooks, photocopies, computer and lab supplies, science materials, agendas, documents in which students write, draw or cut, or for pencils and other objects of a like nature.
- **Optional Fees**
Some examples of optional fees are yearbooks, t-shirts, graduation expenses, student awards, extra-curricular team or club participation. It must be clearly indicated that the parent is under no obligation to pay this charge if their child chooses not to participate in the optional activity. Therefore, it is understood that the products and/or services may not be provided to the student.
- **Fees for special projects or programs**
The Governing Board of a school may approve the fees necessary to offer special programs and projects that are part of the Educational Project of that school. Parents must be given the choice to avail themselves of that special program or project. Where choice is not given, it must be understood that additional monies requested of parents are on a voluntary basis.
- **Field Trips**
The Field Trip Policy and procedures must be followed so as to explain the reason for the trip and details of the costs specific to each trip. The charge should be separate from the consumable fee or activity fee. A number of low cost field trips could be combined so as to reduce the administrative collection costs. Examples include the costs for transportation, admission, food, insurance and any other related costs.
- **Noon-Hour and Supervision Fees (excluding Daycare)**
Noon-hour and supervision fees are charged annually to parents. The number of personnel hired as supervisors is established by the Board each year and adopted by resolution of the Council of Commissioners. This service is meant to be self-financing.
- **Daycare Fees**
The Daycare fee schedule must be presented to the Governing Board of elementary schools that offer this program and must be invoiced separately to parents. Such fees must be in accordance with government regulations and with the school board's School Daycare procedures and guidelines.
- **Transportation**
Transportation fees can be charged to users according to the appropriate provisions of the Education Act and the guideline established by the school board in its transportation policy. These fees are managed directly at the school board level. They are approved by the Transportation Advisory Committee and not by the Governing Board.
- **Summer School**
Summer school is a service offered by the school board to provide secondary students, who have experienced difficulties during the school year, with an opportunity to improve their performance. Summer school is auto-financing and student fees are charged to cover operating expenses.

Suggested Categories of School Fees for the Adult & Vocational Education Sector

- **Educational Services**
Programming and/or courses leading to Ministry of Education, Leisure & Sports certification and prescribed by the basic school regulation for Adult General Education and Vocational Education for students identified under "Clause 2 of the Education Act" will be offered at no cost.
- **Complementary Services**
Complementary service fees may be charged for the provision of complementary services that are not prescribed within the basic school regulations for Adult General Education and Vocational Education. These could include the registration process, maintaining of student records and transmission and archiving of documentation. These fees will be set annually and based on a semester (450 hours).
- **Testing Services**
Testing services may be provided and charges assessed for tests, exams and evaluation processes where the Ministry of Education, Leisure & Sports has not deemed it as being free. The fee structure will be adopted on an annual basis.

- **Specific Program/Course Requirements (Adult Education)**

Students may be required to pay for or purchase educational materials that support the learning process, are considered consumables (eg. workbooks, notes, etc.) and thus, remain the property of the student.

- **Specific Program/Course Requirements (Vocational Education)**

Students may be required to pay for or purchase educational materials that support the learning process, are considered consumables (e.g. workbooks, notes, etc.) and thus, remain the property of the student.

Students may be required to pay for or purchase personal property items related to health and safety in vocational education programs (eg. work-boots, coveralls, eye and/or ear protection, etc.).

Students may be required to acquire reference texts, tools or kits required within the trade for which they are studying and for their personal use in their transition to the workplace.

- These items will be made available for a fee and the student will retain the items as their own at the end of the program.
- Students may purchase these items from the supplier of their choice.
- Students may borrow these items, excluding personal property items related to health and safety, from the School Board for use during their training program. However, students who borrow texts, tools or kits will be held responsible for their return in good condition at the end of the program or upon their departure, which ever comes first.
- Students choosing to embark on a project that will result in them retaining their project as their own and/or maintaining of personal property will be required to pay for the materials, parts or pieces used in the project.

Non-Credit Programming

- **Registration Fees**

For application and registration in non-credit programming a registration fee, set annually, may be charged.

- **Course Fees**

Course fees may be charged for programming and/or courses that do not lead to Ministry of Education, Leisure & Sports certification and/or not prescribed by the basic school regulation for Adult General Education and Vocational Education or for students that do not fall under Clause 2 of the Education Act. These fees will be set on a semester basis and will be set at a level to minimally assure auto-financing of the program or course.

- **Material Fees**

Fees may be established and charged for consumable materials for non-credit programs. Should these programs include personal projects, all material costs will be assumed by the participant.

- **Student Life Fees**

Student life fees may be collected by the School Board or one of its Centres on behalf of the student advisory committee. This fee, adopted by resolution of the committee on an annual basis, is to cover costs of student life activities, yearbooks, etc. that are planned and organized by the committee.

Application

The Director General is responsible for the application of the policy and must authorize, in writing, any derogation to this policy.