

| | |
|------------------------------|---|
| Number: | <i>To be determined</i> |
| Topic: | Student Fees |
| Effective: | Sept 2010 |
| Cross-Reference: | Education Act Section 32(1) The Education Act Section 170(1) |
| Review/Revision Date: | Sept 2011 |
| Responsibility: | Director of Education or designate |

INTENDED PURPOSE:

The Halton District School Board is committed to every student. The Halton District School Board shall ensure that Student Fees are only applied as outlined in the following administrative procedures to ensure equity of access to programs and services while maintaining quality and breadth of programming choices.

PROCEDURES:

1. Transparency in Fees

Fees charged should reflect actual costs to the school.

- A budget showing actual costs to the school shall be included with all requests from funds from students, or alternately the request may include a statement that a budget will be provided upon request;
- “Rounding up” should only occur where a small amount is added to the cost to avoid collection of small amounts of change;
- A budget may include a reasonable amount charged per pupil for protection against loss of uncollected amounts;
- Amounts collected through rounding up or protection against loss should be used to offset future goods and services.

2. Principal/School Council Oversight

The principal shall be aware of fees charged to students.

- Each principal shall have a communication/approval strategy to ensure they are aware of all fees;
- Each principal shall ensure School Council is made aware of all fees through the provision of regular written reports.

3. Discretionary Accounts

Individual teachers and departments shall not charge fees for the purpose of creating “discretionary accounts”.

- All money collected is to be for specific goods or services;
- Amounts received are to be remitted to the secretary or business manager for deposit in the school generated funds account.

4. Textbooks

Students shall not be charged a fee for the use of a textbook or workbook.

- Students can and should be charged for failing to return school materials entrusted to their care;
- Deposits for the use of a textbook shall not be requested with the exception of Gary Allan, Summer School and Night School;
- Students shall not be charged “course material” fees, where learning materials are provided through photocopying.

5. Registration, Administration and Program Fees

Students shall not be charged a fee for registration, administration or program fee except:

- Where the program is by its very nature, a fee-paying program (ex: Visa students, Continuing Education, International Baccalaureate, OYAP, Specialist High Skills Majors, etc), the appropriate fee may be charged.

6. Student Engagement/Activity Fees

Student Engagement/Activity Fees may be charged to students under the following conditions:

- Student Engagement/Activity Fees shall follow the elements 1-2 of this Administrative Procedure (Transparency and Oversight.)
- No student shall be excluded from participation in Student Engagement/Activity events based upon non-payment of these fees.
- Student Engagement/Activity Fees may include services such as orientation programs, leadership programs, special speakers etc.
- Student Engagement/Activity Fees shall not include consumables (ex. Photocopying, paper, computer peripherals etc)

7. Secondary Schools- Course Fees Budget

An annual budget shall be allocated to all secondary schools to offset course fee charges

- Secondary Schools shall not charge course or standard material fees to students.
- Costs associated with upgrades in materials will be allowable.
- Secondary Schools may charge a Physical Education Uniforms fee
- Secondary Schools may charge for field trips, in-school field trips and guest speakers consistent with sections 1 and 2 above (Transparency and Oversight)
- Where a field trip experience includes an assignment for student assessment, alternate assignments shall be provided for those who do not participate (at no cost to the student).

8. Elementary Schools- Program Support Budget

An annual budget shall be allocated to all elementary schools to offset a portion of program fee charges

- Elementary Schools shall not charge fees for: musical instruments/recorders, music reeds, workbooks (Math, French etc), student agendas, art sketchpads, kindergarten supplies etc.
- Elementary Schools shall use a portion of the Program Support Budget to support field trips, in-school field trips and guest speakers.
- Elementary Schools may charge for field trips, in-school field trips and guest speakers beyond those costs supported through the Program Support Budget and consistent with sections 1 and 2 above (Transparency and Oversight)
- No students shall be excluded from participation in in-school field trips and guest speakers based upon non-payment of these fees.