

INSTRUCTIONAL SUPPLIES & MATERIALS FEES

Background

As provided for in section 60(2) of the School Act the Division establishes instructional supplies and material fees to offset the cost of instructional resources used or consumed by students.

Procedures

1. Fees charged for instructional supplies and materials may only be used for the purpose they were collected and should relate directly to the cost of supplies and materials provided to students.
2. Board-Established Instructional Supplies and Materials Fees
 - a) The purpose of these fees is to offset the costs of wear and tear on course textbooks, required course exercise books or novels, printed supplies, internet access and all other instructional resources consumed by students for non-complementary courses.

b) Current and Historical Instructional Supplies and Materials Fees

	2010/2011	2011/2012	2012/2013
Kindergarten (ECS)	\$ -	\$ -	\$ -
Grades 1 - 6	\$40	\$40	\$40
Grades 7 - 9	\$50	\$50	\$50
Grades 10 - 12	\$70	\$70	\$70
Internet Access	\$10	\$10	\$10

- c) The Board of Trustees, in annual consultation with Regional School Council and Administrative Council, will establish the division wide instructional supplies and materials fees for non-complementary courses.
3. School-Established Instructional Supplies and Materials Fees
 - a) The purpose of these fees is to offset the cost of instructional resources complementary subjects / courses / programs that will be consumed by the student.
 - b) Principals, in annual consultation with their staff and School Councils, may establish school Instructional Supplies and Materials Fees for complementary subjects / courses / programs.
4. A provision must be made for the waiver of Instructional Supplies and Materials Fees for students whose families are unable to pay for them. No students will be prohibited in any school event or program because of the failure to pay the required fee.

5. Instructional Supplies and Materials Fees will be payable at the school office at the beginning of the school year.
6. The Principal shall ensure that funds collected for Instructional Supplies and Materials Fees are properly accounted for and submitted to the Associate Superintendent, Business Services by the last business day of each month.
7. Fees collected for instructional supplies and materials will be added to individual school budgets.
8. Instructional supplies and materials fees charged for late registrants and refunds for students leaving the school prior to year-end will be based upon ten percent of the annual rate for each remaining month in the school year.
9. Students and parents will be reminded that they are fully responsible for the care, protection, and return of all textbooks and supplementary materials provided by the fee.

References

December, 2003

Amended: January 17, 2005; July, 2009

Amended: August, 2012 and Renamed (Originally School Fees) (Modified August 28, 2012)

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