

Policy:	School Materials and Student Fees	PROG-313
Division:	Programs	

ADMINISTRATIVE PROCEDURES/REGULATIONS

1. General Guidelines

- 1.1 School administrators should review this policy and associated administrative procedures/regulations on an annual basis with the school council.
- 1.2 The NLESD promotes and supports inclusive and socially just school environments, and the reduction of barriers to participation in educational activities and programs for all students.
- 1.3 Schools are permitted to:
 - a) Charge an annual fee as necessary, up to a maximum of \$60.00, for instrument rentals as part of Instrumental Music Programs.
 - b) Charge a fee for field trips (co-curricular or extra-curricular) on a cost recovery basis.
- 1.4 A student must be able to participate in school activities or programs as follows, regardless of the ability of the parent/guardian to pay:
 - a) Participate in any field trip organized during the school day, where the school requests full class participation.
 - b) Enroll in a school program/course of study.
 - c) Obtain textbooks or other learning materials for which they are entitled.
 - d) Obtain a report card, transcript or diploma to which they are entitled.
- 1.5 Schools must ensure that:
 - a) Adequate provisions are in place for students who are unable to afford to pay fees, such as reducing costs and offering extended or partial payment plans.
 - b) School supply lists and information on any fees approved for a particular school year are provided to parents/guardians as early as possible, preferably by June of the previous school year.

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- 1.6 Schools are encouraged to develop a **Calendar of Events** to assist parents/guardians in planning and budgeting for the school year. It should include both school-based activities and fundraising initiatives which request a parental financial contribution. The Calendar of Events should be sent home to parents/guardians early in the school year. Parents/guardians should be given as much advance notice as possible regarding all additional events, such as field trips, which have associated costs.
- 1.7 Parents/Guardians may be billed for any lost or damaged school materials and/or equipment, or any materials or equipment not returned.
- 1.8 Schools are not permitted to:
- a) Collect fees for class sets of materials, such as calculators, dictionaries, etc.
 - b) Charge fees for locks, locker rentals, student agendas, identification cards, photocopying, etc. (Schools may charge the actual cost up to \$10.00 for replacement locks/locks not returned).
 - c) Charge fees for consumable materials. Schools will cover the basic costs for the accomplishment of the activity covered in the curriculum, as determined by the school. If a student wishes to use additional or more expensive materials for expanded projects, than s/he will be responsible for covering the additional costs.

2. Supply List Guidelines

The NLESD recognizes that teachers put a lot of effort into preparing for the upcoming school year and parents/guardians often ask for a recommended school supply list. As you develop such lists for your schools, we ask that you refer to the suggested supply lists as outlined in **Appendix A**, and to the DEECD Frequently Asked Questions regarding school fees available at: <http://www.ed.gov.nl.ca/edu/faq/schoolfees.html>.

The following procedures/regulations also apply:

- 2.1 Schools may consider the option of providing parents/guardians with the suggested items for a minimal cost not to exceed \$25.
- 2.2 Only items that are absolutely necessary for the student's academic program should be placed on the school supply list.
- 2.3 Parents/guardians should be informed about supply lists or the set fee at the end of the current school year for the next year, to give families the maximum amount of notice/time to purchase the recommended items.

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- 2.4 Requesting specific brand names of particular items should be avoided. As per DEECD guidelines, the brand name is at the parents' discretion. Requesting purchases through particular companies should also be avoided.
- 2.5 Schools may require a separate pair of sneakers or gym shoes.
- 2.6 Schools may provide a list to parents of optional items that they may choose to donate to the school or class (e.g., tissues, wipes).

3. Grades 7 – 12

- 3.1 Schools should have procedures in place to monitor and record the return of textbooks by students. It is recommended that these procedures include a list of the returned materials for each student, which can be made available upon request to the parent/guardian.
- 3.2 Parents/guardians are expected to incur the cost for:
 - a) Damaged textbooks, novels or other non-consumable materials.
 - b) Textbooks, novels or other non-consumable materials not returned at year's end.

4. Funding for Field Trips

- 4.1 The following definitions apply for the purposes of this policy:
 - a) CURRICULAR: Activities related directly to the students' areas of study and participation is on a class basis.
 - b) CO-CURRICULAR: Activities developed from the school's program or students' areas of study, and usually complementing the regular curriculum.
 - c) EXTRA-CURRICULAR: Activities related indirectly to the students' areas of study and school's program, but may support and promote health and fitness, sport, leadership, citizenship, etc.
 - d) FIELD TRIP: Approved school activities that take place off school property, including activities where students walk to a destination.
- 4.2 Students should not be charged a fee to participate in curricular activities that take place during instructional time, where students are required to participate.
- 4.3 Students should not be excluded from excursions that take place during instructional time, due to a lack of financial resources. When planning such excursions, schools should consider all related costs, including out-of-pocket expenses (e.g., lunch).

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- 4.4 Schools are permitted to charge students reasonable fees for participation in co-curricular and extra-curricular activities, and for student travel related to those activities.
- 4.5 If a student is returned home from a field trip due to illness, accident or inappropriate behaviour, the parent/guardian may be responsible for any additional costs incurred. Schools should communicate this information to students and parents/guardians.
- 4.6 In the event that a school trip is cancelled, any funds collected from students must be returned to them, except for any non-refundable deposits.
- 4.7 Notwithstanding 4.6, funds generated through fundraising for a trip that is cancelled will become the property of the school and may be used for other student-related, educational purposes as approved by the school administrator, in consultation with the school council.

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APPENDIX A

SUGGESTED SCHOOL SUPPLY LISTS

Items to be Considered When Creating Supply Lists

It is recommended that teachers choose from the following items to create supply lists for the upcoming school year. Not all items have to be included on the list for each grade level. The list should be provided to parents/students prior to the end of the current school year:

Supply List Template	
ITEM	QUANTITY RECOMMENDED
Exercise Books	<ul style="list-style-type: none">No more than 16
Pencils	<ul style="list-style-type: none">No more than 2 packages
Crayons/Leads/Markers	<ul style="list-style-type: none">Crayons/leads/Markers – recommend no more than 2 packages
Glue/Glue Sticks	<ul style="list-style-type: none">No more than 4 items
Erasers	<ul style="list-style-type: none">no more than 4
Duotangs	<ul style="list-style-type: none">No more than 12 (colours may be requested)
Loose Leaf	<ul style="list-style-type: none">1 package/200 pages
Highlighters	<ul style="list-style-type: none">Recommended - 2
Pens	<ul style="list-style-type: none">Recommended - 2
Scissors	<ul style="list-style-type: none">1 pair (metal with rounded tops)
Ruler	<ul style="list-style-type: none">1 (30 cms)
Binder	<ul style="list-style-type: none">No more than 2
Protractor	<ul style="list-style-type: none">Grade six only
Gym clothes/sneakers	<ul style="list-style-type: none">Change of clothing and sneakers for gym if possible
Headset	<ul style="list-style-type: none">Bring own device from home if available

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(SAMPLE) Primary Suggested Supply List	(SAMPLE) Elementary Suggested Supply List
<ul style="list-style-type: none"> ➤ 1 pair of scissors ➤ 8 exercise books (Please no wire coils) ➤ 2 large glue sticks ➤ 6 duo-tang folders ➤ loose leaf paper – 1 package of 50 sheets ➤ 1 package of HB Pencils ➤ 2 erasers ➤ 1 package of crayons ➤ Please send along your child’s sneakers when they switch to winter boots or on days when they do not wear them to school. 	<ul style="list-style-type: none"> ➤ 12 exercise books ➤ 1 package of loose leaf paper ➤ 12 Duo-tang folders or report covers ➤ 30 cm ruler ➤ 1 protractor (grade six students only) ➤ 1 pair of scissors ➤ 2 erasers ➤ 1 package of colored pencils or crayons ➤ 2 glue sticks ➤ 1 binder ➤ Please send along your child’s sneakers when they switch to winter boots or on days when they do not wear them to school.

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