

<b>Policy:</b>	School Materials and Student Fees	PROG-313
<b>Division:</b>	Programs	

## ADMINISTRATIVE PROCEDURES/REGULATIONS

### 1. General Guidelines

- 1.1 Schools are permitted to:
  - a) Charge an annual fee of up to \$40.00 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.

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- 1.5 Parents/Guardians may be billed for any lost or damaged school materials and/or equipment, or any materials or equipment not returned.
- 1.6 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.

## 2. Kindergarten – Grade 6

The approved list of school supplies to be provided to parents/guardians for grades K-6 is outlined in **Appendix A**. Schools are not permitted to add any additional items to this list for specific grades. Department of Education FAQs regarding school fees are available at: <http://www.ed.gov.nl.ca/edu/fag/schoolfees.html>

## 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 Students should not be charged a fee to participate in curricular activities that take place during instructional time, where students are required to participate.
- 4.2 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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- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 Notwithstanding 4.5, 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

### SCHOOL SUPPLY LISTS

#### Guidelines

As the end of each school year approaches we turn our attention to preparation for the upcoming school year. One of the items that students and parents/guardians often ask for is the recommended school supply list. As you develop such lists for your schools, we ask that you keep the following guidelines in mind:

- 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.
- Only items that are absolutely necessary for the student's academic program should be placed on the school supply list.
- Lists should be sent home at the end of the current school year for the next year, to give families the maximum amount of time to purchase the recommended items.
- Requesting specific brand names of particular items should be avoided. As per Department guidelines, the brand name is at the parents' discretion. Requesting purchases through particular companies should also be avoided.
- In consultation with the Regional Assistant Director of Education (Programs) or designate, the school may consider the option of providing parents/guardians with the suggested items for a minimal cost not to exceed \$20.
- If schools expect that students will need to bring additional supplies during the school year, this should be noted on the suggested supply lists.
- Schools should carefully assess the following:
  - Is it possible to have class sets/mobile cart sets of items such as dictionaries, scissors, protractors, etc. that could reduce the number of items that need to appear on the suggested supply lists?
  - Can some items be recycled? For example, when grade six students leave the school, can their cloth music bags be collected from those who do not want to keep them and then be given to students who do not have a bag?
  - If headsets are needed, can they be brought from home or supplied by the school?
  - Do students need a 'journal' or can they use an exercise book?

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

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

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