

# SCHOOL DISTRICT NO. 48 (SEA to SKY)

## REGULATION SERIES 600 - EDUCATIONAL PROGRAM

### R 603 INSTRUCTIONAL ARRANGEMENTS

#### R 603.1 Student Fees and Deposits

The purpose of this regulation is to clarify the fees and deposits that may be charged by schools and to provide a process to ensure that students are not excluded from participation in school activities, courses or programs due to financial hardship.

#### 1. Deposits

In accordance with Section 82 of the *School Act*, the Board may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, novels and other resource materials. The Board will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of terms of the deposit prior to the collection of the deposit.

#### 2. Fees for Materials Taken Home, Supplies and Equipment for Personal Use and Rental of Instruments

2.1 The Board will not charge fees for goods and services without which the student could not meet required learning outcomes or assessment requirements of an educational program provided by the Board.

2.2 Students will not be required to pay fees for basic materials for projects necessary to meet course requirements (e.g. in woodwork, cooking, textiles). Students who choose projects with material costs that exceed the basic materials must have the permission of their teacher and parents. Such project materials may be supplied by the student or purchased from the school.

#### 2.3 The Board may charge fees to students for:

2.3.1 materials used in goods that are intended for the student to take home for personal use or as a gift (e.g. material used for projects in Technology Education, Textiles or Art):

2.3.2 the purchase of paper, writing tools, calculator\*, student planners, exercise books, compact disks, external drives, or computer diskettes, and other supplies and equipment for a student's personal use (e.g. where school offers these supplies for sale to students and students do not bring own supplies to school);

\* Note: Secondary Schools will provide a class set of graphing calculators for student use in Math 12 classes.

2.3.3 the rental of a musical instrument for a student's personal use.

2.3.4 participation in trades or apprenticeship programs where the student is registered with the Industry Training Authority;

2.3.5 participation in optional educational activities designed to enhance any educational or extra-curricular program (e.g. field experiences not required to meet the prescribed learning outcomes of a course leading to graduation).

2.4 The Board expects that students will attend school with:

- 2.4.1 appropriate personal clothing for school activities (e.g. gym strip, footwear, outerwear, aprons);
- 2.4.2 personal safety equipment (e.g. safety boots and gloves);
- 2.4.3 musical instrument where the student is enrolled in a band or strings program);
- 2.4.4 appropriate materials, supplies and equipment for the student's personal use (e.g. pens, pencils, erasers, exercise books, rulers, calculators, film and paper).

### 3. Field Trips and Special Events

A Board shall not charge fees in respect of field trips or special events except for expenses, including transportation, accommodation, meals, entrance fees and equipment rental.

### 4. Establishing Annual Fees Schedules

4.1 The principal, after consultation with teachers, students and parents, will recommend to the superintendent by April 30<sup>th</sup>, a schedule of school fees, cost recovery charges and deposits for the school. After reviewing the schedule, the Superintendent will make a recommendation to the Board. The Board will then consider the recommendation of the superintendent.

4.2. The Superintendent may establish district fee guidelines for elementary and secondary schools.

### 5. Financial Hardship

5.1 Principals are responsible for establishing a procedure to facilitate participation in school activities by students who would otherwise be excluded due to financial hardship. Principals will consult with teachers, students and parents in the development of such a procedure.

5.2 Any parent experiencing financial hardship may request a fee waiver by contacting the principal, vice-principal, counsellor or teacher. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options:

- a. deferred payment
- b. payment over time
- c. partial waiver
- d. full waiver

The procedure must incorporate the principles of fairness, simplicity, dignity, individuality, and confidentiality. Students, parents and staff will be advised on the procedure.

5.3 All communications with students and parents regarding fees and deposits will include the following statement explaining that fees will not be a barrier to student participation in school activities, courses or programs.

The statement will read as follows:

“No student will be denied educational opportunities offered at the school due to financial hardship.”

5.4 In secondary schools the statement explaining that no student will be denied educational opportunities offered at the school, will be published along with the fee schedule in the school course selection handbook. The procedure for addressing financial hardship will also be included in the handbook and the student agenda.

5.5 The student body must not be assessed a fee to cover hardship funding.

## 6. Summer School

From time to time, the Board or a school may offer optional courses of study for students through a summer school program. The guidelines outlined above apply to summer programs but student enrollment is based on a first come first serve basis.

## 7. Specialty Academies

Specialty Academies are educational programs that emphasize a particular sport, activity or subject area and meet prescribed criteria as set out in Ministry regulations. Fees may be charged with respect to the direct costs incurred in providing the specialty academy that are in addition to the costs of a standard educational program.

7.1 The principal of a school offering a specialty academy:

7.1.2 Is responsible for establishing fees for the specialty academy

7.1.3 Must, before establishing a schedule of fees for the specialty academy, consult with the School Planning Council and obtain their approval for the schedule of fees. A schedule of fees for a specialty academy must be established and made available to the public on or before July 1st of each school year.

7.1.4 Shall consult with appropriate teachers, staff, staff committee, and students prior to establishing a fee.

7.1.5 Shall, in consultation with the SPC, annually provide a presentation on proposed fees at a school PAC meeting.