



## School District No. 27 (Cariboo-Chilcotin)

### SCHOOL FEES

**Policy No. 3250**

Effective: January 2009

Initial Adoption: December 1990

#### **Preamble**

The intent of the Board of Education is to provide required educational programs and educational resources to students and their parents free of charge.

However, the Board may charge fees for materials, supplies, equipment and activities related to these learning opportunities and for specialty academies and trades programs. In order to charge fees, the Board must have established policies and procedures to facilitate participation by students of school age ordinarily resident in British Columbia who would otherwise be excluded from the course, class or program because of financial hardship,

#### **Policy**

**The Board of Education will provide free of charge, to school aged students, resident in the school district and enrolled in an educational program at one of its schools;**

- 1. instruction in an educational program sufficient to meet general graduation requirements, including instruction after graduation for students still of school age; and,**
- 2. Educational resource materials necessary for participation in the educational program.**

**The Board of Education may charge fees for goods and services as well as for specialty academies and trades programs. Fees for goods and services are for materials, supplies, equipment and musical instruments intended for a student's personal use and for field trips and special events. Fees for specialty academies and trades programs are for cost recovery purposes and not for realizing profits. The Board will not, however, charge fees for required course materials or activities.**

**The Board may require refundable or partly refundable deposits for educational resource materials.**

**The Board will ensure that a schedule of fees and deposits required by a school is published prior to the beginning of the school year and is available to students and their parents/guardians. Principals will establish fees schedules after consultation with teachers, students, school planning councils and parent advisory councils. Principals will submit the schedules to the Board for approval. Schedules will include options available for students and their parents who suffer financial hardship. Fees and deposits will not become a barrier to participation in required activities or programs.**

## Regulations

The purpose of this Regulation is to clarify when, and for what purpose, fees and deposits may be charged, and to ensure that fees and deposits do not become a barrier to participation in activities or programs. When charging fees, the intent is to assist in the covering of costs without realizing profits.

### A. DEPOSITS

1. The school may require a deposit for educational resource material such as textbooks, reusable workbooks, novels and tools. The deposit is to be refunded in whole or in part upon the return of the educational resource materials. Criteria used to determine the amount refunded must be specified at the time the deposit is required.
2. The school may require a deposit for educational resource materials provided to students who are registered as home-school students. The deposit is to be refunded in whole or in part upon the return of the educational resource materials. Criteria used to determine the amount refunded must be specified at the time the deposit is required.

### B. FEES FOR MATERIALS, SUPPLIES, EQUIPMENT, FIELD TRIPS AND SPECIAL EVENTS

1. Parents and students are responsible for providing:
  - a. School supplies and equipment, for example, pens, pencils, exercise books, paper, calculators, film, rulers, compass sets, crayons, for the student's personal use.
  - b. Clothing, for example, gym strip, uniforms (chef's whites) for the students' personal use.
  - c. Safety equipment, for example, safety gloves and boots, for the students' personal use.
  - d. Musical instrument for the student's personal use when enrolled in a course where students learn to play a musical instrument. Instruments may be rented from the district and the school may charge a rental fee for musical instruments.
2. The school may charge for:
  - a. Goods beyond the baseline projects that are intended for the student to take home for personal use or as a gift: for example, materials used in textiles, shop, or art.
  - b. Paper, writing tools, calculators, student planners, exercise books, computer diskettes, and other supplies and equipment for a student's personal use. Note: the school will provide class sets of graphical calculators for student use in Applications of Mathematics 12 and Principles of Mathematics 12.

- c. Services and activities such as field trips and special events. Such fees must be limited to defray the actual costs of transportation, accommodation, meals, admission and equipment rentals.
- d. Student council activities, locks and student parking.

**C. FEES FOR SPECIALTY ACADEMIES**

- 1. The principal of a school that offers a specialty academy must consult with the school planning council for that school and obtain the approval of that school planning council for the schedule of fees for the specialty academy, prior to recommending the schedule of fees to the Board as set out in section E.

**D. FEES FOR TRADES PROGRAMS**

- 1. The Board may charge fees for the purchase or rental of tools, equipment and materials necessary for the student's participation in the trades program or require the student to provide his or her own tools, equipment and materials necessary for the student's participation in the trades program.

**E. PROCESSES FOR ESTABLISHING ANNUAL FEE SCHEDULES**

- 1. The principal, after consultation with teachers, students, the school planning council, and the parent advisory council, and working within the district's fee structure guidelines, will prior to March 1, recommend a schedule for the school's fees and deposits to the superintendent. The schedule will include a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship.
- 2. The Superintendent, after reviewing school fee schedules, will recommend the schedules to the Board for approval.
- 3. The Board, after reviewing the school fee schedules, will approve school fees and deposit schedules in the early spring prior to the next school year so that the information is available for publication in school handbooks.
- 4. The principal will publish the school's fee and deposit schedule, along with the process for waiving a school fee, in the school handbook and make it available to students and parents prior to students filling out course selection forms. The process for waiving of school fees must also be published on field trip forms and in a school newsletter.
- 5. The principal must ensure that students are afforded the opportunity to participate in a course, class or program, where students would

otherwise be excluded because of financial hardship.

**F. FINANCIAL HARDSHIP**

1. The Board will ensure that no student is denied an opportunity to participate in educational programs, educational curricular activities, specialty academies, trades programs or extra-curricular field trips based on financial hardship.
2. Any parent or student experiencing financial hardship may request a fee waiver by contacting the principal, vice-principal, counselor or teacher.
3. Schools will adhere to principles of simplicity, privacy, dignity, individuality, and fairness when processing a request for fee waiver.
4. Schools may consider deferred payment, payment over time, partial waiver, full waiver, or other fund raising methods in helping to deal with the request for fee waiver.