

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #203 Student Fees**

**RATIONALE**

The Board of Education is committed to providing a broad range of educational programs and opportunities for students free of charge consistent with the *School Act*, regulations and ministerial orders. The Board may charge a fee for goods and services associated with enrichment activities, courses, or programs. When a fee is charged, the intent is to assist in recovering costs without realizing any profit. Every effort shall be made to keep fees to a minimum.

The purpose of this policy is to clarify those programs, resources and services that are free of charge and also to outline the fees and deposits that the Board may charge. The policy also provides a fee waiver process to support families who experience financial hardship with the goal of supporting equal access to all educational programs and opportunities for students.

**POLICY**

Students who are school-aged, resident in British Columbia and enrolled in an educational program at a school operated by the Board will be provided free of charge with the following:

- i) Instruction in an educational program sufficient to meet general graduation requirements;
- ii) Instruction in an educational program after the student has met the general requirements for graduation;
- iii) Educational resource materials necessary for participation in an educational program.

The Board may charge fees for the goods and services indicated in Regulations to this policy.

The Board of Education may waive all or part of a student's fees, or provide an alternative option, where the principal determines that the payment of fees will cause financial hardship to a student's family.

ADOPTED: November 8, 1999	Reviewed/Revised: September 10, 2007 March 9, 2009 October 5, 2015
	Statutory Reference: School Act 82 Ministerial Order 125/90

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**REGULATIONS AND PROCEDURES**

**POLICY #203 Student Fees**

1. The Board shall not charge fees for:
  - a) Materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the board; and/or
  - b) Field trips where attendance is mandatory and/or assessment will take place.
2. The Board may charge fees for:
  - a) Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board;
  - b) Paper, writing tools, calculators other than graphical calculators, students planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use;
  - c) The payment of expenses, including expenses for transportation, accommodation, meals, entrance fees and equipment rentals in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board;
  - d) The purchase or rental of a musical instrument for the student's personal use with regard to students participating in, as part of an educational program: (i) a music class, course or program, or (ii) a fine arts class, course or program with a music component;
  - e) The purchase or rental of tools, equipment and materials necessary for the student's participation in a trades program;
  - f) Materials that are used in goods that are intended for students to take home for personal use or as a gift;
  - g) Certain school courses and programs offered to provide students the opportunity to acquire certification in such areas as First Aid, CPR, Food Safe, and Boat Safety. These certifications are not curriculum requirements and student participation is optional. Students will be charged a fee to cover the cost of the program delivery and certification process if they choose to obtain it;
  - h) Specialty academies;
  - i) In all cases, consideration is to be given to facilitation of participation by students who would otherwise be excluded due to financial hardship.

3. The Board may:
  - a) Require a student to provide his or her own tools, equipment, and materials necessary for the student's participation in a trades program;
  - b) Require a student to provide his or her own musical instrument with regard to students participating in, as part of an educational program: (i) a music class, course or program, or (ii) a fine arts class, course or program with a music component.
4. The Board expects that students will attend school with appropriate personal clothing for school activities such as gym strip, footwear, outerwear, and personal safety equipment.
5. The Board may require deposits for educational resource materials, such as textbooks, 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 the terms of the deposit at the time the deposit is required. Deposits are subject to the hardship procedures outlined below.

#### **Fees and Deposits: Administrative Regulations**

6. The secretary-treasurer shall assume responsibility for ensuring that fees and deposits are annually reviewed and reported to the Board.
7. The Board shall publish a schedule of the fees to be charged and the deposits required and make that schedule available to students and their parents before the beginning of the school year.
8. In setting the schedule of fees and deposits, every reasonable effort will be made to ensure that the fees and deposits are: (i) in keeping with district-wide guidelines; (ii) based on the recovery of actual additional costs to the school; and (iii) kept to a minimum cost.

#### **9. Specialty Academies**

- a) A "Specialty Academy" is defined as an educational program that emphasizes a particular sport, activity or subject area and meets the criteria of this policy, the *School Act* and related regulations and ministerial orders.
- b) The Board may charge fees relating to the direct costs incurred by the Board in providing the Specialty Academy that are beyond the cost of providing a standard educational program.
- c) On or before July 1 of each school year, the Board will establish a schedule of fees to be charged to students enrolled in a Specialty Academy, and will make that schedule publicly available.
- d) Before establishing the schedule of fees to be charged to students enrolled in a Specialty Academy, the Board will:
  - i) Consult with the parent advisory council for the school where the Specialty Academy is offered; and
  - ii) Obtain the approval of that parent advisory council for the schedule of fees.

**10. Deposits for Musical Instruments**

Students in a band program may opt to use one of the school instruments for a refundable deposit or they may use their own instrument or a rental music instrument from a commercial provider at their own cost.

**11. Fees for Trips**

- a) The Board will not charge fees where participation in a field trip is mandatory or where participation is necessary in order for the student to meet the learning outcomes or assessment requirements of a course.
- b) The Board may charge fees for optional field trips that enhance and add value to a student's learning experience but are not essential to the learning outcomes.
- c) Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Consequently, fees, which are limited to expenses, may be charged.

**12. Financial Hardship**

- a) Financial hardship will not prevent a student from participating in a field trip provided that he/she fulfills the criteria established for the trip.
- b) A District fee/deposit waiver procedure is in place in each school. The procedure is as follows.
  - i) Any parent experiencing financial hardship may request a fee waiver by contacting the principal, vice-principal, counselor, or teacher. Requests will be approved by the principal. No such request will be unreasonably denied.
  - ii) All requests are held in strict confidentiality, respecting the privacy of the family.
  - iii) Notification of District fee waiver procedures will be included in all student agendas, start-up packages and back to school information. Notification of fee waiver procedures will be communicated to students and parents where any fees are being charged.

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September 10, 2007

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October 5, 2015

Statutory Reference:

*School Act* 82

Ministerial Order 125/90