

- Procedure Number: 890
 - Procedure Name: School Fees
 - Date of Original: 2002 02 13
-

School Fees**1. Standardized Fee Structure by Level**

- (a) School-based Principals from each school at each level will meet before the month of May to review their school fees for the purpose of minimizing marked variations among schools of the same level shall be made, as well as keeping fees as low as possible.

2. Submission of School Fee Schedules

- (a) Schools shall file their school fees with the Superintendent or designate two weeks prior to the last regular Board meeting in the month of May.

- (b) In filing the school fees, each Principal confirms the following:

- School fees are similar to other schools of the same level
- School fees have been discussed with the school's Parent Advisory Council
- School fees requested from students/parents respect the principles of this policy as well as the Ministry's School Board Fees Order

- (c) A footnote to the School Fees handout to parents will include the following statement:

Note to Students and Parents/Guardians:

"If the above fees shall cause financial hardship, we will accept payment by installments (one or more post-dated cheque[s]). For cases of serious need, we can make other arrangements. All schools in School District #64 (Gulf Islands) have a School Fees Waiver Policy. In the event of an inability to pay, please contact (School contact) at (School telephone #) . All requests will remain CONFIDENTIAL."

3. School-Based Fee Waiver Policy

- (a) Each school shall have a written Fee Waiver Policy clarifying the process for addressing students/parents who request financial support.

- (b) The Principal of the school shall create each school-based Fee Waiver Policy, after seeking input from an ad hoc committee representing administration, staff, school PAC and students (secondary level).

- (c) The school's Waiver Policy shall include processes which promote the following:

- Privacy/confidentiality of the student/family
- Ready access to school support
- Sense of dignity upheld by student/family engaged in the school-based process
- Each school-based Waiver Policy shall be filed with the Office of the Superintendent

4. Challenge Fee

- (a) A challenge fee shall be charged to each student for each course challenged.

- (b) The amount to be charged to each student for each challenge shall be included in the Secondary Schools Fee Schedule approved annually by the Board.
-

- (c) The school-based Waiver Policy shall also apply to the Challenge Fee.

5. Summer School Programs

School District #64 (Gulf Islands) may offer a variety of programs outside of the school calendar. The Board does not receive funding from the Ministry of Education for these district initiatives. They are planned and offered as an extra service to students. No student is required by the school district or school to attend these programs. Fees are therefore required for participation.

6. Guidelines for Schools (refer to School Board Fees Order M292)

The following information, although not exhaustive, should provide Principals with general guidelines:

- (a) Schools may charge for *materials used in goods that are intended for the student to consume, to take home for personal use or as a gift*. These costs will be referred to as Project Costs.
- (b) Schools may charge fees for *field trips and special events*. Such fees will be limited to cover costs of *transportation, accommodation, meals, entrance fees and equipment rentals*.
- (c) Schools may charge for *the rental of a musical instrument for a student's personal use*.
- (d) Schools may charge fees for *paper, writing tools, calculators, student planners, exercise books, computer diskettes and other supplies and equipment for a student's personal use*.