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## SCHOOL DISTRICT NO. 64

### PROCEDURE 6750 School Fees

*"Inspire learners, Integrate sustainability,  
Involve community"*

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Section: Facilities and Finance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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#### 1. Standardized Fee Structure

- a. Principals will present school fee schedules to their schools' Parent Advisory Council for discussion;
- b. Principals will, collectively, conduct annual reviews of their school fees, in order to
  - i. ensure the greatest consistency school to school and program to program;
  - ii. keep fees as low as possible.
- c. School fees will be submitted to the Superintendent or designate two weeks prior to the last regular Board meeting in the month of June.

#### 2. Principals will, after having input from school stakeholders (including students at the secondary level) establish and publish policy to govern the waiving of school fees in situations where student/family financial hardship serves as a barrier to participation in learning opportunities considered 'enriched', 'supplemental' or part of a 'specialty academy' as defined in the School Act.

- a. Waiver policies will
  - i. ensure the privacy, confidentiality and dignity of students and their families;
  - ii. be submitted to the Superintendent of Schools.
- b. A footnote to the School Fees schedule issued to parents will include the following statement: "If the above fees shall cause financial hardship, we will accept payment by installments (one or more post-dated cheque[s]). In cases of more serious hardship, 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 # or email). All requests will remain CONFIDENTIAL."

#### 3. At the secondary level, schools will include fees charged for challenging courses in their Fee Schedule. Such fees are to be included in the schools' Waiver Policy.

4. Summer school programs exist outside the school calendar and are therefore subject to fees. Decisions to waive such fees in whole or in part will be made on a case by case basis.
5. General guidelines for fees that schools might levy are as follows:
  - a. 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. For field trips and special events, provided such fees are limited to costs of transportation, accommodation, meals, entrance fees and equipment rentals.
  - c. For supplies and equipment that are
    - not necessary to successful participation in a required educational program (for example, more expensive raw material in an art or shop class;
    - for a student's personal use outside of school; for example, rental of a musical instrument for use at home.
6. Schools may:
  - a. charge for the basic school supplies necessary for participation in a required educational program, when these are offered in place of basic school supplies that students or their parents would otherwise purchase from another source;
  - b. require refundable deposits, as in the case of locks.

References:

- School Act, s. 82, 83, and 168 (d)
- Ministerial Orders 140/89, 236/07