

School Fees and Deposits**Policy No. 403.11R****REGULATIONS****1. Deposits and Rentals**

The School may require a deposit for items such as textbooks, reusable workbooks, band instruments and locks. The deposit is to be refunded in whole upon the return of items in an acceptable condition. Items not returned will result in loss of the deposit. Damaged items will result in either the full or partial loss of the deposit.

2. Fees for Materials, Supplies, Equipment, Field Trips and Special Events

2.1. Parents and students are responsible for providing:

- 2.1.1. School supplies and equipment, for example, pens, exercise books, paper, calculators, film, rulers, for the student's personal use;
- 2.1.2. Clothing, for example, gym strip, uniforms (chef's whites), for the student's personal use; and,
- 2.1.3. Safety equipment, for example, safety gloves and boots, for the student's personal use.

2.2. Parents and students may purchase materials that are beyond the standard supplied by the school.

2.3. School may charge fees for services and activities such as field trips and special events, which are not required for the successful completion of a course and where attendance is optional. Such fees must be limited to cover actual costs of transportation, accommodation, meals, admission, and equipment rentals.

3. Processes for Establishing Fee Schedules Annually

- 3.1. The Superintendent of Schools will, in January of each year, communicate the guidelines for fees and deposits so as to ensure consistency across the district.
- 3.2. The Principal, after consultation with teachers, students and parents, and working within provincial legislation and district policy, will propose school specific fees and deposits to the Superintendent of Schools prior to the last school day of February.
- 3.3. The Superintendent of Schools after reviewing school specific fee and deposit information, will make recommendations to the Board of Education for approval at the March Board meeting.

- 3.4. The Board of Education, after determining school fee and deposit information is acceptable, will give approval no later than the April Board meeting so that the information is available for publication on the District website and in school handbooks.
- 3.5. The Principal will publish the school's fee and deposit information and make it available to students and parents prior to the next school year if possible. The process for waiving of school fees because of financial hardship must also be published in the school handbook, if available, on field trip forms and in a school newsletter.

4. Waiving of School Fees

- 4.1. The Principal must ensure that students are afforded the opportunity to participate in school programs or curricular activities in cases where there is financial hardship.

5. Making an Application

- 5.1. Any parent experiencing financial hardship may request a fee waiver by contacting the principal, vice-principal, counselor or teacher. There is no District expectation that requests are to be made in writing. Principals, or designate, will make the final decision.

6. Responding to an Application

- 6.1. The principal will act in consideration of the following District guidelines:
 - Simplicity (process for requesting support is straight-forward, easy to understand and easy to follow);
 - Privacy and dignity (those who request support can be confident that their circumstances can be treated confidentially and protected; this applies to parents/guardians as well as to students);
 - Individuality (consideration will be based on individual situations and circumstances); and,
 - Fairness (fair and equitable consideration will be given to all applicants).
- 6.2. In dealing with all requests for support and consideration, the principal will consider the following options:
 - Fund raising
 - Deferred payment
 - Payment over time
 - Partial waiver
 - Full waiver

- 6.3. When fees and/or deposits are waived, the principal should cover costs through school funds.

N.B. While a school is not obliged to waive fees or costs associated with extracurricular activities, such as team travel, for instance, schools are encouraged to facilitate the ways and means for those experiencing financial hardship to participate in such extracurricular activities.

Optional Trips that are not part of the educational program (even if they are planned to include an educational component and to have a relationship to the curriculum) are not “field trips” for the purposes of this policy and fees may be charged for such activities. In those circumstances, fees are not limited to expenses and this hardship policy need not apply.

7. Summer School

- 7.1. For-credit courses offered during July and August will adhere to the policy.