

School District #62 (Sooke)

SCHOOL FEES, SUPPLIES AND DEPOSITS	No.: B-360
	Effective: Nov. 25/97 Revised: Sept. 23/08; Feb. 15/16 Reviewed: Jan. 19/16; Feb. 15/16

ADMINISTRATIVE REGULATIONS

A. INTRODUCTION

The intent of the Board is to provide required educational programs and educational resources to students and their parents free of charge. It is also the Board's intent to provide students with opportunities for enriched or additional learning activities that might not be available otherwise.

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.

B. DEPOSITS AND RENTALS

1. A school may require a deposit for "educational resource materials" such as textbooks, reusable workbooks and novels, and other goods such as combination locks. The deposit is to be refunded in whole or in part upon the return of the items to the school. Criteria used to determine the amount refunded should be specified at the time the deposit is required.
2. A school may require a deposit for "educational resource materials" provided to students who are registered as "home schoolers." 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 of the deposit should be specified at the time the deposit is required.
3. When musical instruments are available to be rented from a school, the school may charge a rental fee for such instruments.

C. FEES FOR MATERIALS, SUPPLIES AND EQUIPMENT

1. Parents and students are responsible for providing:
 - a. school supplies and equipment, for example, pens, exercise books, paper, calculators, rulers, for the student's personal use,
 - b. clothing, for example, gym strip, uniforms (chef's whites), for the student's personal use,
 - c. safety equipment, for example, safety gloves and boots, for the student's personal use,
 - d. a musical instrument for the student's personal use when enrolled in a course where students learn to play a musical instrument.
2. The school may charge a student for goods that are intended for the student to take home for personal use or as a gift. For example, fees may be charged for materials used for projects in Technology Education, Textiles or Art.

3. When a student chooses to buy from the school goods such as paper, writing tools, calculators, student planners, exercise books, and other supplies and equipment for their personal use, the school may assess a charge.
4. Field Trips – see Policy and Regulations C-329 “Field Trips – Curricular and Extra-Curricular.
5. Each Principal must ensure that all students are afforded the opportunity to participate in school programs or activities, even in cases where there is an inability to pay a fee. Any request for fee payment must include a fair and confidential process by which students and their parents who would experience financial hardship by paying the fees may make this known to the school. The school will honour such indication by waving or subsidizing the fees as required. The process for waiving fees must also be published in a school newsletter.

D. PROCESSES FOR ESTABLISHING FEE SCHEDULES ANNUALLY

1. Each Principal, after consultation with teachers, students and parents, and working within the district's fee structure guidelines, will recommend a schedule for the school's supply lists, fees and deposits to the Superintendent. For elementary grades, a supply list must be included. For middle and secondary grades, normal project charges for all materials used in courses must be included.
2. The Superintendent or designate, after reviewing secondary school fee schedules, will recommend them to the Board for approval.
3. The Principal will publish the school's supply, fee and deposit schedule and the process for waiving fees and make it available to students and parents prior to secondary students filling out course selection forms.