



## SD10 (Arrow Lakes) District Protocol

### Student Fees and Deposits

#### Overview:

Parents/students are responsible for school supplies and equipment such as: writing implements, calculators, student planners, exercise books, calculators, computer media, or any other supplies and equipment for a student's personal use;

The Board is required to publish fees and deposits in accordance with the School Act. The procedures below will guide principals seeking approval to levy fees and/or deposits.

#### Procedures

1. New student fee and deposit schedules must be approved by the Superintendent by January 31 for application the following September.
  - a. Supplies and equipment which are parents'/students' responsibility, but are offered through the school as an optional purchase; such items do not require Superintendent approval.
2. Student fees may only be charged for:
  - a. goods intended for the student to take home for personal use or as a gift;
  - b. clothing, for example, gym strip, uniforms, for the student's personal use;
  - c. safety equipment, for example, safety gloves and boots, for the student' personal use;
  - d. activities such as field trips, special events, and extra-curricular activities where the fees are limited to defraying actual costs of transportation accommodation, meals, admission and equipment rentals; and/or
  - e. rental fees for musical instruments.
3. Reasonable deposits may be required for educational resource materials such as textbooks, reusable workbooks and novels, with the deposit being refunded in whole or in part upon return of the materials.

#### Financial Hardship

4. Each school shall advise parents how to access assistance to support participation in a course, class or program when there is financial hardship.
5. All communications with students and parents regarding fees and deposits will include a statement explaining that fees will not be a barrier to student participation in school activities.
  - a. In secondary schools, the statement explaining that no student will be denied educational program opportunities offered at the school, will be published along with the deposit schedule in the course selection and/or school handbook.
  - b. In elementary schools, the procedure for addressing financial hardship will be included in the school agenda book or a newsletter in September.
6. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider scheduled payments, partial waiver, and/or full waiver