



## SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

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### **POLICY 430: Fees and Deposits**

The Board of Education of School District 49 (Central Coast) is committed to the provision of a broad general education, containing options for student needs and interests, combined with a common core of learning.

The Board will provide free of charge, to school age students, resident in the school district and enrolled in an educational program at one of its schools;

- a. instruction in an educational program sufficient to meet general graduation requirements, including instruction after graduation for students still of school age and,
- b. educational resource materials necessary for participation in the educational program.

A school may charge fees for materials, intended for a student's personal use or as a gift.

Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes therefore fees which are limited to expenses may be charged.

Fees shall not become a barrier to participation in required activities or programs. Principals are authorized to use school funds to support students who would otherwise be excluded due to financial hardship.

#### Guidelines

1. Parents and students are responsible for providing:
  - 1.1. School supplies and equipment, for example: pens, exercise books, calculators, film, rulers, for the student's personal use;
  - 1.2. Clothing, for example: gym strip, outdoor education clothing/footwear, uniforms, for the student's personal use;
  - 1.3. Safety equipment, for example: safety gloves and boots, for the student's personal use;
  - 1.4. A musical instrument for the student's personal use;
    - 1.4.1. The Board assumes no responsibility for band instruments privately owned or rented by students from a commercial source. Parents of students should contact their insurance carrier for protection against damage, fire or theft.



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2. Deposits may be charged 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.
3. Provision in cases of financial hardship:
  - 3.1. Principals will involve the staff and Parent Advisory Council in developing provisions for dealing with individual cases when financial hardship may prevent a student from participating in a curricular program or activity.
  - 3.2. Principals will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff members privately and in confidence. Consequently, all members of staff need to be aware of this provision and be able to advise parents/guardians and students accordingly.
  - 3.3. Principals will publish the school's fee and deposit schedule in the school handbook, student agenda and/or newsletters before the beginning of the school year or semester. The schedule will outline a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship. This process will also be outlined on appropriate permission slips and communication tools.
  - 3.4. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options.
    - 3.4.1. deferred payment
    - 3.4.2. payment over time
    - 3.4.3. partial waiver
    - 3.4.4. full waiver.
  - 3.5. All requests are held in strict confidentiality, respecting the privacy of the family and student.