

Report to School District 8 Kootenay Lake

School Fees and Policy Review

Submitted by: Laurie Rice, CPA, CGA

22 12 05



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Executive Summary

I was engaged by School District 8 Kootenay Lake to review school fees for 2022-2023, review Policy 430: Fees, Deposits and Financial Hardship, review Administrative Procedures 430.1, develop a School Fees Template to report fees to the Board annually, develop a template to ensure consistent reporting by Principals, interview principals regarding fees their schools charge and discuss how the Hardship Policy is implemented.

The school fee review was requested by the Board at the June 21st, 2022 Public Board meeting where the following motion was made:

The Board of Education of SD8 made a motion **THAT** school fees will be reviewed between September 2022 and January 2023 to ensure alignment to the School Act and any fees outside of this be refunded to families; and **THAT** the Board of Education use this review to make necessary policy revisions related to school fees.

School Fee Review

Using the template submitted to the Board for approval in June 2022, I consulted with principals at each school to discuss their process for setting fee rates, collecting fees, what supplies/costs were covered by the fees, and their process for implementing the Financial Hardship clause in the policy.

Applying the School Act Section 82 and School Regulation 265/89, I compared the fees being charged by School District 8 to the legislation to determine if the fees are in compliance with the Act and Regulation. In doing so, I was able to determine that all the fees listed on the template that went to the Board on June 30, 2022 are charged to recover costs and pay for consumable supplies and services provided by the schools. There are no fees listed that are a cause for concern from a legislative perspective. (Appendix A and B)

I have attached a few samples from other school districts showing their fee schedules and what fees they are charging for. It is common practice throughout the Province of BC to recover costs for goods and services provided to students that are not to meet the learning outcomes or assessment requirements of an educational program provided by the Board. These samples can be found in Appendix F.

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Elementary

Classroom Supply fees are charged on a cost recovery basis for consumable classroom supplies as determined by each school in consultation with teachers and PAC's. There is an advantage to providing classroom supplies this way rather than having parents shop for their children. As the school can bulk buy items at a considerable discount, paying fees is less expensive for parents. Bulk purchases by the school also ensure that each student gets supplies of equal quality, which is not always the case when families shop for supplies themselves. Another benefit of this method is the convenience for the parents, many of the principals remarked about how the parents truly appreciate the service because they realize that it is less expensive for them, and it is one less task for them to concern themselves with during the busy time of getting children ready for a new school year. I have attached a school supply list for a School District that has parents buy their own supplies. I priced it out on Amazon and Staples – the lowest amounts total \$68.55 + tax. One of the issues with purchasing this way is often items are sold in packs of 4 or 6, but the student only needs 1. (Appendix E)

If a family cannot cover the fees for classroom supplies, the student receives what they need to participate in class free of charge. These costs are absorbed by the school using other budgeted funds.

Workbook fees are charged at various grade levels for workbooks that students can use in their learning. These workbooks are optional in all schools and are consumable goods. See Regulation 265/89 (2) "goods and services" (b) in Appendix B

Activity fees are commonly charged for various activities that students can enjoy at school such as swimming, downhill skiing, cross country skiing, bowling, and other sports and events. While these optional activities are not necessary to meet the requirements for graduation, they do assist in creating an environment at the school that supports students' physical health, mental health, and social needs. Many children would not participate in these activities in the home environment and schools are a great place to help them develop new skills and hobbies. The fees charged for activities both in the school community and on out-of-town trips, are set at a rate that assists with the cost of entrance fees, accommodation, equipment rentals, and transportation. Students that are unable to pay the fee are welcome to participate free of charge and the school uses other budgeted funds to cover that portion of the cost. Some schools have partnerships with their PAC groups to cover some of the associated costs, some schools apply for grants to assist with events. In my discussions with principal's, it was clear that no student was denied access to participating in an event because they were unable to pay the fee.

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Middle and Secondary

Classroom supply fees and workbook fees charged at middle and secondary schools are set at cost recovery rates the same as in elementary. (See above)

Fees for Electives are set at a cost recovery rate for consumables used by students. See Regulation 265/89 "goods and services" 2(a) and 2(c). Appendix B. There is a base cost paid with District funds for these types of courses that students are not required to pay a fee for because base costs are for materials and equipment necessary to meet the learning outcomes or assessment requirements of the program. However, there are additional enhanced activities offered in electives that add to the enjoyment of the selected elective. Students can be charged a fee to cover the cost of these additional materials and equipment used that are not necessary to meet the learning outcomes or assessment requirements of the program. In discussion with principal's, school staff work very hard to secure supplies for activities, with some schools getting corporate donations for wood and metal. The foods classes are often funded additionally from cafeteria revenue. Continuing to cover these costs will not get easier for schools with inflation and increased costs every year.

Bands Instrument Fees are charged both for the rental of an instrument and for minor repair and maintenance costs on both school owned and student owned instruments. See Appendix A - School Act Section 82.3.

Specialty Academies fees are charged by some of the secondary schools for programs that meet the requirements of a "Special Academy". A "special academy" is described in the Act as an educational program that emphasizes a particular sport, activity, or subject area. (See Appendix A Section 82.1(1)). Fees for these academies are set at a cost recovery rate and pay for entrance fees, rentals, transportation, and other costs associated with the academy activities. The Board provides \$1000 per student for funding to a maximum of 16 students. Even with the board funding, schools still struggle to cover all the costs associated with the activities and often look for support from grants, PAC's, and fundraising.

Graduation Fees are charged to cover the costs associated with the graduation event.

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Activity fees are charged at a cost recovery rate to pay for costs to participate in activities which include entrance fees, facility rentals, equipment rental, transportation, accommodations, and other activity related costs. Again, these activities create an important school culture that supports the physical health, mental health, and social needs of the students. As these activities are cost prohibitive for schools to provide free of charge, a cost recovery fee is necessary to enable the school to continue to offer these types of opportunities for students. Students unable to pay the fees are funded through other school funds such as trust funds, PAC funds, and District funds.

Financial Hardship

In speaking with principal's, they advised that no student has been denied an opportunity to participate in a course or activity because they did not pay the recommended cost recovery fee. Teachers and principals alike, do everything they can to ensure students can participate in activities and events that are of interest to them. Many principals said that they attempt to resource funding for students through fundraising, PAC contributions, grants, and donations. In the words of a few principals "we make it work, whatever it takes, we find the funding to make sure students can participate in opportunities."

Conclusion

The school fees that are being charged at School District 8 are in compliance with the BC School Act Section 82 and with School Regulation 265/89.

The fees required to recover consumable supply and service costs is critical to maintaining the level of services and activities that can be offered by schools. As this is a significant amount of funding (over \$500,000+) it would be difficult to find this funding in other areas of the district budget to compensate schools and ensure the level of goods and services provided to students is maintained at the current rate.

It is also important to note that schools are not charging unnecessary fees and building up surplus in their accounts. Schools are spending the funds raised through charging fees for the delivery of goods and services by year end. Many principals said that they are running deficits and using other sources of funding to cover costs. (Grants, PAC's, donations).

Using the term "fees" for charges to students for goods and services can be confusing when trying to interpret the School Act. Perhaps a different term such as "cost recovery charges" would assist in clearing up this confusion.

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Policy 430: Fees, Deposits and Financial Hardship review.

In reviewing Policy and Procedures for SD8 school fees, I compared the policy and procedures with the School Act to ensure it was complete and accurate. I reviewed school fee policies and procedures from 16 other BC School Districts and scanned for best practice and clear language. (See Appendix D for list).

Some of the language is similar across Districts, but there are also some large differences among the policies as well.

Most policies I reviewed covered the main points in the Act:

1. Providing an educational program free of charge.
2. Charging for goods and services where applicable.
3. Process for collecting and refunding deposits.
4. Publishing fee schedules prior to the school year.
5. Defining the Financial Hardship Policy.

This table gives examples of the broad range of language in School Fee Policies

1.	<p>Providing an educational program free of charge.</p> <p>Example 1 In accordance with the provisions of the School Act, its accompanying Regulations and or Order of the minister, the Board must provide free of charge to school age students, resident in the school district and enrolled in one of its schools;</p> <ol style="list-style-type: none">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 resources materials necessary for participation in the educational program. <p>Example 2 The Board of Education of SDXX, recognizes its obligation to provide and educational program that is free of charge to all students who reside in SDXX. This is in accordance with statutory requirements regarding the collection of student fees and deposits. Then they quote section 82 of the Act.</p>
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	<p>Example 3</p> <p>Section 82(1) of the School Act requires a Board to provide free of charge to every student of school age resident in British Columbia and enrolled in an education program in a school operated by the board,</p> <ul style="list-style-type: none">a) Instruction in an educational program sufficient to meet the general requirements for graduation,b) Instruction in an educational program after the student has met the general requirements for graduation, andc) Educational resource materials necessary to participate in the educational program.
<p>2.</p>	<p>Charging for Goods & Services</p> <p>Example 1</p> <p>In accordance with Section 82(3) of the School Act, the Board may charge fees for goods and services on a cost recovery basis, as defined in BC Reg (265/89). Goods and Services includes, but is not limited to:</p> <ul style="list-style-type: none">a) Materials and equipment of a nature, or a quality of quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by a board,b) Paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use, andc) The payment of expenses, including transportation, accommodation, meals, entrance fees and equipment rentals, in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the board. <p>Example 2</p> <p>The district may charge fees for goods and services in accordance with statutory requirements.</p> <p>Example 3</p> <p>The district may charge fees and deposits for school supplies and equipment that are for a student's personal use and considered optional or enrichment and not a part of the mandatory curriculum, as consistent with legislated requirements. School fees may be charged for:</p> <ul style="list-style-type: none">a) Goods intended for the student to take home for personal use or as a gift.b) Goods such as writing tools, calculators, student planners, exercise books, or other supplies and equipment for a student's personal use.c) Supplies and equipment which are parents'/students responsibility but are offered through the school as an optional purchase.

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	<p>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. Participation in field trips is optional and the school must ensure that an alternative activity is planned for those students who choose not to participate.</p> <p>e) Rental fees for musical instruments.</p> <p>f) Deposits 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.</p>
3.	<p>Process for collecting and refunding deposits.</p> <p>Example 1 In accordance with Section 82 of the School Act, the District may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, novels, and other resource materials. The district will refund all or part of the deposit to the student upon return of the educational resource materials. Students will be advised of the terms of the deposit at the time that the deposit is required.</p> <p>Example 2 In accordance with Section 82 (4)(5) of the School Act, the Board may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, and other resource materials. The Board will refund all or part of the deposit to the student upon return of the materials in good condition.</p>
4.	<p>Publishing fee schedules prior to the school year</p> <p>Example 1 The Board will ensure that an approved schedule of fees and deposits required by schools are published prior to the beginning of the school year and are made available to students and their parents/guardians.</p> <p>Example 2 The Board will annually approve and publish the schedule of deposits and fees to be charged in the following school year by schools.</p> <p>Example 3 New school fee schedules must be approved by the superintendent before students and parents are notified in writing by May 30 of the preceding school year. Where possible parents must be informed of a list of costs for optional purchase only.</p>

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5. Defining the Financial Hardship Policy.

Example 1

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Board will ensure fair, sensitive, and confidential school-based procedures which allow participation by students who would otherwise be excluded due to financial hardship. All communication with students and parents regarding fees and deposits must include a statement explaining that fees will not prevent a student from participating in school activities and no student will be denied educational opportunities offered at the school due to financial hardship.

Example 2

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Board will ensure fair, sensitive, and confidential school-based procedures which allow participation by students who would otherwise be excluded due to financial hardship

Example 3

The district may waive all or part of a student's fees, or provide an alternative option, where the principal determines that the payment of fees will cause hardship to a student and/or their family.

As a result of my policy and procedures review, I have drafted a suggested policy for Fees, Deposits and Financial Hardship for your consideration. **See Appendix C.**

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Administrative Procedures 430.1

In reviewing the Administrative Procedures 430.1, I found them easy to understand and the process complete. The table below includes some additions you may wish consider:

Financial Hardship – add to 4.1. The procedure must incorporate the principles of fairness, respect, dignity, confidentiality, and sensitivity.

Financial Hardship – The District shall ensure that no resident school age student is excluded from participation in an activity, course, or program because of financial hardship.

General Supplies - As most of the schools are charging a fixed rate for supplies, the following language could be added to the Procedures:

To minimize the expense of basic school supplies for families, the board will offer a bulk purchase program to parents for school supplies of elementary students. If a family is unable to pay for these supplies due to financial hardship, they will be provided to the child free of charge. To create a safe, supportive, and inclusive environment in the elementary classroom, basic school supplies will be provided to all students as required throughout the year from a common supply rather than provided to students individually at the time of purchase.

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Fee Template for Collection and Board Presentation

The Fee Template for Board Presentation is grouped into two summaries:

- Elementary Schools
- Middle & Secondary Schools

The Elementary School Summary groups fees into two main categories:

- Consumable Supplies
- Activity Costs - I have arranged the Activity Costs by activity type where possible.

The individual school tabs in the Fee Template provides a space for schools to report on activities and/or costs that are covered by the District, PAC, School Funds, and Fundraising.

The Middle & Secondary School Summary groups fees into:

- School Supplies (consumables and entrance/rental fees for courses)
- Academies
- Board Funded Activities
- Activities paid for by Grants/Fundraising/District/School Funds
- Refundable Deposits.

I have grouped similar courses together for ease of comparison between schools.

For both summaries I have included the Section of the School Act and Regulation that is applicable to demonstrate compliance with the Act.

Appendix G - Elementary School Fee Template

Appendix – H – Middle – Secondary School Fee Template

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Principal Interviews

I met with the principals either on Zoom or by phone to both ensure I understood the fees they are charging but also to ask about any challenges they may have with school fees and if they have any suggestions regarding the policy, procedures, and process of fees being collected. I have compiled a list of comments and concerns for your review.

Challenges

Between 5% and 40% of student fees are not collected. In some cases, this is because families are vulnerable and cannot afford the fees, and in other cases it is political. Some parents refuse to pay the fees “on principle” with a belief that all school education should be free.

It is difficult to estimate school fee totals this early in the year, many fees get paid sometime before June so they won't know if they can rely on that revenue or not. They also cannot predict the activity cost recovery revenue because many of the activities have not occurred yet and prices have likely increased since they went 3 year ago, before Covid. Comparisons to the past two years are not helpful as there were no activities due to Covid.

It is difficult to purchase class supplies sometimes because they need to be ordered in June and enrollment is not known until September. This can create a strain on the school budget if enrollment drops unexpectedly after supplies have been ordered.

The process for fee collection with most schools is to send home fee information at the beginning of school, usually do a follow-up in the fall, and one more in January or February. If fees are still not paid, then they stop doing follow-up. Principals commented on how helpful it is when parents or students self-identify as requiring assistance, but in cases where that does not occur, the school is aware for the most part, who the most vulnerable students are.

One of the biggest challenges principals reported were around equity. All student fees are covered by the school if they are not paid for by the parents, and this can cause significant hardship for some of the smaller schools. Principals are concerned that some of the smaller and more rural schools cannot afford to provide the same opportunities as larger schools located in larger centers.

Inflation is creating a significant increase in both supply and service costs for schools. There is concern that the fee rates have not increased in many years, and schools are continually trying

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to provide the same level of service with less funding. Some schools are using their cafeteria revenue to fund supply costs in elective programs.

Some principals are noticing a trend for the past few years where they are over drawing accounts just to meet student needs.

Even with the Board funding for Academy fees, principals still struggle to break even in these programs due to the high cost of activities provided in the Academy. They sometimes get grants, fundraise, or go to PACS for funds to break even.

There is some concern about being able to spend all the transportation funding this year because trips are being cancelled due to a lack of staffing. The transportation fund surpluses do not roll forward at year end.

Student and Family Affordability Funds

Principals have advised that they will be using the SFAF funds to cover unpaid fees, activity costs, assisting families with cloths and groceries, making lunches free, and enhancing or starting a breakfast/snack program.

All principals were very grateful for the new Student and Family Affordability Fund. They feel it will relieve some budget challenges during this time of high inflation.

Other Comments

Some principals have worked to build community connections for their schools. This has resulted in increased volunteers and increase supply donations. This is a very important aspect of their school, and they believe it has eased the financial burden on both the school and students.

Many principals expressed how grateful they are for their PAC's, stating that PAC initiatives in schools pay for many supplies and activities.

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Appendix A – Province of BC School Act Section 82

Fees and deposits

82 (1)A board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board,

(a)instruction in an educational program sufficient to meet the general requirements for graduation,

(b)instruction in an educational program after the student has met the general requirements for graduation, and

(c)educational resource materials necessary to participate in the educational program.

(2)For the purposes of subsection (1), a student is resident in British Columbia if the student and the student's guardian are ordinarily resident in British Columbia.

(2.1)Subject to subsection (2.2), if a board permits a student who is older than school age and is ordinarily resident in British Columbia to enrol in an educational program leading to graduation, the board must provide free of charge to that student

(a)instruction in an educational program sufficient to meet the general requirements for graduation, and

(b)educational resource materials necessary to participate in the educational program.

(2.2)Subsection (2.1) does not apply to a student who has

(a)already met the general requirements for graduation, or

(b)completed the requirements for graduation from a secondary school or high school in another jurisdiction.

(3)Subject to subsections (1) and (2.1), section 82.4 and the orders of the minister, a board may charge fees for goods and services provided by the board.

(4)A board may require a deposit for educational resource materials provided to students and to children registered under section 13.

(5)If a board requires a deposit under subsection (4), it must refund all or part of the deposit to the student or child on return of the educational resource materials.

(6)A board must publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under section 13 and to the parents of those students and children before the beginning of the school year.

(7)Except as provided in an agreement under section 75 (4.1), a board is not responsible to pay for any educational activity undertaken by a student that is not provided by the board.

Specialty academies

82.1 (1)In this section, "**specialty academy**" means an educational program that emphasizes a particular sport, activity or subject area and meets the prescribed criteria set out in the regulations.

(2)A board may offer a specialty academy if

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- (a) the board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and
- (b) the board is of the opinion that there is sufficient demand for the specialty academy.
- (3) A board that offers a specialty academy must
 - (a) make available sufficient instruction for students enrolled in the specialty academy to meet the general requirements for graduation, and
 - (b) continue to offer a standard educational program in the school district.
- (4) Despite section 82, but subject to section 82.4, a board may charge a student enrolled in a specialty academy fees relating to the direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard educational program.
- (5) On or before July 1 of each school year, a board that offers a specialty academy must
 - (a) establish a schedule of fees to be charged under subsection (4), and
 - (b) make the schedule of fees available to the public.
- (6) Before establishing a schedule of fees under subsection (5), a board must
 - (a) consult with the parents' advisory council for the school where the specialty academy is offered, and
 - (b) obtain the approval of that parents' advisory council for the schedule of fees.

Trades programs

82.2 (1) In this section, "**trades program**" means an educational activity that is designed to certify a student for a particular occupation, and includes an apprenticeship for students registered with the Industry Training Authority under the *Industry Training Authority Act*.

(2) Despite section 82, but subject to section 82.4, a board may do the following in relation to a student enrolled in an educational program that has a trades program component:

(a) charge fees for the purchase or rental of tools, equipment and materials necessary for the student's participation in the trades program;

(b) require the student to provide his or her own tools, equipment, and materials necessary for the student's participation in the trades program.

Musical instruments

82.3 (1) Despite section 82, but subject to section 82.4, a board may do the following in relation to a student described in subsection (2) of this section:

(a) charge fees for the purchase or rental of a musical instrument for the student's personal use;

(b) require the student to provide his or her own musical instrument.

(2) Subsection (1) applies to a student participating in, as part of an educational program,

(a) a music class, course, or program, or

(b) a fine arts class, course, or program with a music component.

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International Baccalaureate

82.31 (1) In this section and section 178, "**International Baccalaureate program**" means an educational program based on a curriculum developed and standards set by the International Baccalaureate Organization, a registered extra provincial non-share corporation as defined in section 167 of the *Societies Act*.

(2) A board that offers an International Baccalaureate program must

(a) make available sufficient instruction for students enrolled in the International Baccalaureate program to meet the general requirements for graduation, and

(b) continue to offer a standard educational program in the school district.

(3) Despite section 82, but subject to section 82.4, a board may charge a student enrolled in an International Baccalaureate program fees relating to the direct costs incurred by the board in providing the International Baccalaureate program that are in addition to the costs of providing a standard educational program.

(4) If a board that offers an International Baccalaureate program charges fees under subsection (3), the board must, on or before July 1 of each school year,

(a) establish a schedule of fees to be charged under subsection (3), and

(b) make the schedule of fees available to the public.

Requirement for financial hardship policy

82.4 Sections 82 (3), 82.1 (4), 82.2, 82.3 and 82.31 (3) apply only to a board that has established policies and procedures to facilitate participation by students of school age ordinarily resident in British Columbia who would otherwise be excluded from the course, class or program because of financial hardship.

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Appendix B – School Regulation 265/89 Section

Interpretation

1 (1) In this regulation:

"Act" means the *School Act*;

"Required Graduation Program Examination" means a Required Graduation Program Examination as defined in the Graduation Program Order, M302/04.

(2) The following expressions are defined for the purposes of the Act:

"educational resource materials" means

(a) information, represented or stored in a variety of media and formats, that is used for instruction in an educational program including, without limitation, the materials referred to in section 3 of Ministerial Order 333/99, the Educational Program Guide Order, and

(b) materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by a board but does not include

(c) paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computers used for distributed learning, computer storage media and other school supplies and equipment for a student's personal use, and

(d) appropriate personal clothing for school activities such as gym strip, footwear, outerwear and personal safety equipment;

"goods and services" includes, but is not limited to,

(a) materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by a board,

(b) paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use, and

(c) Repealed. [B.C. Reg. 264/2007, s. 2 (b).]

(d) the payment of expenses, including expenses for transportation, accommodation, meals, entrance fees and equipment rentals, in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the board;

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Appendix C – Draft Fees, Deposits and Financial Hardship Policy

SD8 – Kootenay Lake

Draft Policy

Fees, Deposits and Financial Hardship

Section 82(1) of the School Act requires a Board to provide free of charge to every student of school age resident in British Columbia and enrolled in an education program in a school operated by the board,

- d) Instruction in an educational program sufficient to meet the general requirements for graduation,
- e) Instruction in an educational program after the student has met the general requirements for graduation, and
- f) Educational resource materials necessary to participate in the educational program.

In accordance with Section 82(3) of the School Act, the Board may charge fees for goods and services on a cost recovery basis, as defined in BC Reg (265/89).

Goods and Services includes, but is not limited to:

- d) Materials and equipment of a nature, or a quality of quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by a board,
- e) Paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use, and
- f) The payment of expenses, including transportation, accommodation, meals, entrance fees and equipment rentals, in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the board.

In accordance with Section 82 (4)(5) of the School Act, the Board may require deposit(s) for educational resource materials, such as textbooks, reusable workbooks, and other resource materials. The Board will refund all or part of the deposit to the student upon return of the materials in good condition.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Board will ensure fair, sensitive, and confidential school-based procedures which allow participation by students who would otherwise be excluded due to financial hardship. All communication with students and parents regarding fees and deposits must include a statement explaining that fees will not prevent a student from participating in school activities and no student will be denied educational opportunities offered at the school due to financial hardship.

Report to School District 8 Kootenay Lake

School Fees and Policy Review

Submitted by: Laurie Rice, CPA, CGA

22 12 05



The Board will ensure that an approved schedule of fees and deposits required by schools are published prior to the beginning of the school year and are made available to students and their parents/guardians.

Fees charged for all curricular, extra-curricular, and co-curricular activities are limited to the actual cost of expenses for these activities.

Report to School District 8 Kootenay Lake

School Fees and Policy Review

Submitted by: Laurie Rice, CPA, CGA

22 12 05



Appendix D – List of School Fees Policies Reviewed

SD5	Southeast Kootenay
SD6	Rocky Mountain
SD10	Arrow Lakes
SD19	Revelstoke
SD22	Vernon
SD27	Cariboo-Chilcotin
SD28	Quesnel
SD38	Richmond
SD40	New Westminster
SD48	Sea to Sky
SD59	Peace River South
SD60	Peace River North
SD63	Saanich
SD67	Okanagan Skaha
SD69	Qualicum
SD72	Campbell River