

## SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

### POLICY 506.1

Effective Date, May 11, 2009

#### SCHOOL FEES: COLLECTION

Schools shall establish a policy for the collection of school fees. The policy will accompany the fee schedule which shall be published widely within each school community in accordance with [Policy 506.3, Regulation 4\(b\)](#). The policy will fulfill the requirements of the *School Act*, District policy and ensure that students are treated with fairness and sensitivity. Students will not be denied access to any course due to financial hardship. Parents who cannot pay school fees due to financial hardship should refer to the procedures as set out in [Policy 506.6](#).

#### REGULATIONS

The following process will apply with respect to collection of school fees:

1. Parents of any student with outstanding accounts must be informed by the end of the first week of June of the amount outstanding.
2. Parents of students with outstanding accounts must be informed that report cards will be withheld until the end of the last day of school if accounts are not settled or the parent has not informed the office prior to the last day of their inability to settle such accounts. Fees will also be charged for unreturned textbooks. A notice must be included in all school newsletters in June, which states that report cards will be withheld until 2:00pm on the last day of school if there has been no school/parent contact or parent/school contact regarding any outstanding school fees.
3. Irrespective of any school fees owing, all report cards must be issued by 2:00pm on the final day staff are present at school. Parents who cannot pick up report cards at that time should leave a self-addressed stamped envelope at the school office and the report card will be mailed to them the first week of July, or they can contact the school to retrieve the report card at a mutually agreeable time. Parents should be advised accordingly.
4. The final day of school is the last day of the school year that the teaching and administrative staff are in attendance.