

# WSÁNEĆ School Board Policy and Procedures Manual



Subject:  
Financial Aid for Public + Private School Students  
Kindergarten to Grade 12

<b>Section:</b>	<b>Revision Date:</b>	<b>Original Date:</b>
<b>320</b>	<b>June 16, 2015</b>	<b>Oct. 7, 1996</b>

## Policy:

The WSÁNEĆ School Board is committed to giving financial help to Elementary, Middle School, and Secondary School students to the best of its ability in order to contribute to their academic success.

## Guidelines:

1. The WSÁNEĆ School Board only receives Aboriginal Affairs and Northern Development Canada (AANDC) funding for on reserve students listed on the yearly AANDC Nominal Roll.
2. Subject to the availability of funding the WSÁNEĆ School Board extends financial aid to all students of Saanich ancestry regardless of inclusion on Nominal Roll if they are registered within School District 63.
3. During the school year the WSÁNEĆ School Board will assist with school fee expenditures for one year for a student not included on the Nominal Roll if they would have been eligible for inclusion if s/he had been enrolled in public school on September 30.
4. All financial aid is intended as subsidy and not as complete cost coverage.
5. This policy covers eligible fees for Public, Private and Homeschooled school students.
6. The policy needs to distinguish between schools that report student data to the WSÁNEĆ School Board and those that do not because for the latter it is impossible to administer some financial support.

7. The Board sets its yearly budget for Financial Aid.

**Procedures:**

**1. Eligibility: (See Flowchart Appendix)**

Proof of school registration form and/or proof of address may be requested to confirm eligibility of inclusion on Nominal Roll.

**Financial Aid for Public School Students**

**2. School Supplies Subsidy:**

Parents, Guardians or Students must register with the WŚÁNEĆ School Board by filling out a Nominal Roll card prior to September 30 of the current school year. School supplies subsidy will only be issued upon the completion of a Nominal Roll Card.

Students will be advised of available funds prior to the start of the school year.

School supply subsidy is determined by the student's registration date.

September to December:

Elementary: \$70, Middle School: \$80, High School: \$80, Individual Learning Center: \$80

January on:

Elementary: \$35, Middle School: \$40, High School: \$40, Individual Learning Center: \$40

**3. Student Incentive Allowance:**

The amount set for student allowance is as follows:

**Grade 8:** Maximum of \$42.00 per report based on three reports per year at \$5.25 per course.

**Grade 9:** Maximum of \$50.00 per report based on four reports per year at \$12.50 per course.

**Grade 10 - 12:** Maximum of \$100.00 per report based on four reports per year at 25.00 per course.

Student Incentive Allowance is based on successful course completion. When a student is enrolled in a linear course (a course that takes a full school year to complete) partial payment will be made at each reporting period.

ILC Students are responsible for providing the W̱SÁNEĆ School Board with a copy of their latest report card to receive the student incentive allowance.

Student Incentive Distribution: Cheques will be processed on a date agreeable with the Finance Department and in accordance with report card distribution. Cheques will only be distributed on Friday's after school dismissal.

### **3. Scholarship Awards:**

The W̱SÁNEĆ School Board provides school spirit, scholarship and academic achievement awards on a yearly basis to encourage and support students to continue on their educational journey.

#### Eligibility:

The successful candidate must be of W̱SÁNEĆ ancestry

Up to five Elementary school spirit awards will be awarded to grade 5 students. A non-monetary prize worth \$50.00 will be awarded.

Up to twelve academic achievement awards of \$200 will be provided to students enrolled in Middle and High schools located within School District 63.

Up to nine scholarship awards of \$500 will be provided to students who are graduating with a dogwood diploma from school district 63, 62 or 61. Students can apply for Academic Achievement, Citizenship, or Fine Arts/Practical Arts/Athletics. A maximum of three recipients per category will be awarded.

One scholarship award of \$500 will be provided to a student who is graduating with a dogwood diploma from ILC.

The awards selection committee is comprised of staff from the Indigenous Education Department at School District 63 and W̱SÁNEĆ School Board staff.

### **4. Graduation Allowance:**

Students can make a written request to receive a \$200 graduation allowance to support costs associated with graduation ceremonies and celebrations. The school must verify the student has met the provincial requirements for graduation.

## **5. School Fees:**

The W̄SÁNEĆ School Board will be responsible for payment of regular school fees from eligible student. Such fees may include:

- 5.1 Student Fees (Activity Fees)
- 5.2 Locker Fee (fees for two locks per year)
- 5.3 Band, including materials and instruments rented through the School District to a maximum amount of \$60.00.
- 5.4 Dance, including the rental of ballet, tap and jazz shoes, not to exceed an amount of \$60.00.
- 5.5 Art supplies to a maximum of \$60 per year.
- 5.6 Elementary and Middle school clubs including reading club, clay club ect. not to exceed \$30.00 per year.
- 5.7 P.E. or P.E. alternative course fees not to exceed \$100.
- 5.8 Clothing and Textiles, including materials required for class, to a maximum of \$60.00 per year.
- 5.9 Metal, wood or other trades course not to exceed a maximum amount of \$85.00.
- 5.10 Outdoor education trips including West Coast trail, Camp Imadene, Camp Thunderbird not to exceed \$200 per year.
- 5.11 Class ski trips not to exceed \$50 per year.
- 5.12 Class field trips that contain areas of academic and social aspects where it involves entire class participation.
- 5.13 Life and Community Access Skills fees for Special Needs students to a maximum of \$500 per school year.
- 5.14 Sports Academy Fees not to exceed \$200 per year.
- 5.15 Any school located in School District 63 that currently has registered Nominal Roll students are eligible for \$150 per year for honorarium costs to bring in traditional knowledge keepers.

- 5.16 Culturally relevant materials, events or expenditures are available to a maximum of \$2000 per school year. Expenditures to be spent at the discretion of the Vice Principal of Indigenous Education. The WSÁNEĆ School Board will reimburse with receipts.

The WSÁNEĆ School Board does not cover the following fees. This list is not all-inclusive. For clarification please contact the secretary at the WSÁNEĆ School Board.

1. Lost textbooks or other materials
2. Damage to property
3. Debts incurred in previous years
4. Damage Deposits
5. Annuals
6. Extra-mural expenses, including travel
7. Equipment to be retained by the student
8. Tutoring Fees

## **6. Transportation**

The school district normally transports students to schools.

Public school students who are enrolled in a work experience program or specialized program that is not available in School District 63 or their catchment area may apply to the WSÁNEĆ School Board for bus pass subsidy.

The subsidy will be provided monthly under the following conditions:

1. Initial proof that specialized courses or programs are not available within School District 63 or catchment area
2. Letter outlining expectations and circumstances of enrollment in specialized program outside of School District 63 or catchment area
3. Proof of registration at new school
4. Copy of timetable
5. Proof of successful progress
6. Length of Program is provided

Applications will be reviewed on an individual basis and approved based on need and availability of funding.

Public students enrolled at the Individual Learning Centre will be provided a bus pass subsidy until they are finished their program provided they continue to show success.

### **Financial Aid for Private School Students:**

Parents or guardians who wish to register their child(ren) at Private school must first contact the Administration office and speak with the Executive Assistant regarding registration guidelines for the following school year. Parents or guardians must sign off on the Private School Funding agreement to receive support. The WSÁNEĆ School Board will provide the block funding tuition rate received by AANDC. Any tuition or school fees above the block rate are the responsibility of the parent or guardian.

### **Additional Eligibility:**

#### **School Supply Subsidy and Student Incentives:**

Private school students will be provided with school supply subsidy and student incentive allowance under the same guidelines outlined in the public school section. Please see numbers 2 and 3 in the Financial Aid Policy.

#### **Scholarship Awards:**

Private school students are eligible to apply for the WSÁNEĆ School Board graduation scholarships in their graduation year.

#### **Graduation Allowance:**

Private school students are eligible to apply for the WSÁNEĆ School Board graduation allowance based on the same guidelines highlighted in the public school section. Please see number 5 in the Financial Aid policy.

#### **Transportation:**

Private school students are eligible for transportation subsidy if there is a surplus within their block-funding rate.

The subsidy will be provided under the following conditions:

1. Letter outlining expectations and circumstances of enrollment in chosen Private School
2. Proof of registration
3. Copy of timetable
4. Proof of successful progress

## **Financial Aid for Homeschooled Students:**

The WSÁNEĆ School Board receives minimal funding from AANDC for homeschooled students. The WSÁNEĆ School Board strives to support the needs of homeschooled students. Please contact the Executive Assistant for clarification on support and fee coverage.

## **7. Invoicing:**

Invoices can be submitted throughout the school year but must be up-to-date by the end of the fiscal year.

All invoices will show student names and fee categories. Invoices may take the form of a generic school invoice, listing the total amount to be paid with details appended.

## **8. Appeals:**

Students, parents or guardians may appeal a decision of the WSÁNEĆ School Board staff by writing to the WSÁNEĆ School Board Administrator. If they are not satisfied with the report of the Administrator they may make a written appeal to the Board of Directors. The Board may utilize the policy finance Committee to make a recommendation to the Board before a decision is made.

<u>Original Policy:</u> First Reading: Oct. 7/96 Reading: May 8/00 Second Reading: Nov. 4/96 Reading: Jul 24/00	<u>Revised Policy:</u> First Reading: Mar. 9/98 Second Reading: Nov. 9/98	<u>2<sup>nd</sup> Revision:</u> First Second
<u>3<sup>rd</sup> Revision:</u> First Reading: Feb. 12/01 Second Reading: Jul. 30/01 Apr. 16/09	<u>4<sup>th</sup> Revision:</u> First Reading: Jan. 16/06 Second Reading: Apr. 3/06	<u>5<sup>th</sup> Revision:</u> First Reading: Apr. 6/09 Second Reading:
<u>6<sup>th</sup> Revision:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12	<u>7<sup>th</sup> Revision:</u> First Reading: June 16, 2015 Second Reading: June 16, 2015	

