

Title: **STUDENT ACTIVITY FEES AND
FEES FOR LEARNING MATERIALS
AND ACTIVITIES**

Procedure No.: **4018a**
Effective Date: **2012 Sep. 11**

Department: Organizational Support Services – Business Services

Reference(s): - Ministry Guideline: Fees for Learning Materials and Activities
- Policy - Equity and Inclusive Education

1.0 Definitions

The following definitions have been included in the Ministry of Education's Fees for Learning Materials and Activities Guideline:

Student Activity Fees

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances or theme days.

Enhanced Programming and Materials

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance or production courses (i.e.: music, construction technology), students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade.

Where students choose not to access these enhanced programs or materials, essential course materials required to meet learning expectations of the course or grade are to be provided at no cost.

Optional Programming

Optional programming refers to voluntary courses or activities that students normally choose to attend through an application process with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement, and Hockey Canada Skills Academy programs.

Administered By: Organizational Support Services - Business Services

Amendment Date(s):

Co-Curricular Activities

Co-curricular activities or materials are defined as those related to the regular day school program.

Extra-Curricular Activities

Extra-curricular activities are defined as those that are outside the regular day-school program.

2.0 Student Activity Fees

- The charge for the cost of a yearbook must be separate from the student activity fee.
- Students are encouraged to purchase their school's student card by paying the Student Activity fee - this card includes the benefit of participating in the extracurricular program and Student Council activities.
- Information on the student activity fee must be available to the school community on school websites and referenced in school newsletters and student agendas.
- A receipt will be provided to students and/or parents upon the payment of student activity fees.
- Schools will ensure that processes are in place to address financial hardship in a confidential manner, to provide equitable access for all students.

3.0 Course Fees

3.1 When determining whether fee charges may be appropriate, the following criteria must be considered. A fee is allowed for an activity, material, course or program if it is:

- not required as part of the regular day school program
- voluntary and alternatives are offered
- non-essential or extra-curricular in nature and is not required for graduation
- a voluntary upgrade or substitute of a more costly material to the material provided for course purposes

All students in regular day school programs are to be provided with all required course materials to complete course requirements. Successful completion of a required course leading to graduation cannot be dependent on the payment of any fee. Mandatory learning materials that are required for the completion of curriculum such as workbooks, cahiers, musical instruments, art supplies, lab material kits and safety goggles shall be supplied by the school without the payment of a fee.

Examples of Activities, Programs or Materials Ineligible for fees

- a registration or administration fee for students enrolled in any regular day school program
- a textbook fee or deposit
- learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles

- fees charged for the creation of discretionary accounts by teachers or departments
- mandatory flat fees for any course leading to graduation other than optional programming
- fees for guest speakers, visiting teachers or presentations where the material being presented is a mandatory element of the subject or course
- fees to fund computers, workbooks, textbooks, staff development and training costs
- fees for learning materials required to meet learning expectations of the course but are consumed by the pupil and cannot be used again by another student; eg. chemistry chemicals

Examples of Activities, Programs or Materials Eligible for Fee Charges

- optional programming such as Advanced Placement, or Hockey Canada Skills Academy
- extra curricular trips, events or activities that are extensions to the curriculum and not required for graduation (eg; dances, school clubs, theme days, athletics, drama, student council activities)
- extended student trips or excursions not necessary to meet learning expectations of a particular grade or course (eg; trips abroad)
- optional art or music supplies or higher quality wood supplies, design or technology materials that students choose to use for course completion (as long as required materials are available at no cost)
- student activity fees
- gym uniforms - provided the student has a choice of purchasing the standard school uniform or providing their own within the guidelines of the school
- co-curricular activities, special events, program enhancements or field trips (eg; for participation costs, rental of equipment or travel) if comparable alternative programming and assignments are offered to students who choose not to participate
- optional student planners and/or yearbooks
- schools may recover the costs for the replacement or repair of lost, damaged or broken materials such as textbooks, library books, music or science supplies or any loaned materials; these charges should not exceed the replacement or repair cost

Where fees are charged, they should be minimized as much as possible in order to support student participation in programs and activities regardless of individual economic circumstances.

Accountability and Reporting

- Fees should reflect the actual cost of the services or materials being provided to the student
- A transparent accounting of amounts collected and expenses must be available to the school community
- Fee schedules each year should be made available to members of the school community in school newsletters, school websites and student planners

- Fee schedules should include:
 - itemized list of fees
 - information about process to confidentially address financial hardship