



ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> FINANCE	<i>Policy Number</i> 209
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ADMINISTRATIVE PROCEDURE TITLE

Fees for Learning Materials and Activities

1.0 ADMINISTRATIVE PROCEDURE

Fees collected shall reflect the actual cost of service or materials being provided and are to complement, and not replace, public funding for education.

- 1.1 For optional programming, where a student, or his or her family, chooses not to participate, alternative assignments (at no cost) must be provided to students to meet the expectations of the optional programming. Such enhancements shall be the exception rather than the norm for credit courses.
- 1.2 Students shall not be charged a fee for registration, administration, or program fee for regular day school programming except for enhanced/optional programming.
- 1.3 Students shall not be charged a fee for the use of a textbook. Students can be charged for failing to return school materials entrusted to their care. These charges may not exceed the replacement or repair costs of the textbook.
- 1.4 Parents may be asked to provide supplies not curricular in nature, such as pencil cases, pens, pencils, paper, rulers, or binders.
- 1.5 A confidential process should be instituted to support participation of students in activities regardless of economic circumstance. Schools will develop fee collection methods that afford reasonable expectations of privacy for students and parents, and develop and communicate clearly a practice for the discreet identification of students/parents who may be experiencing financial hardship.

1.6 Financial reports will be maintained and available to the school community.

1.7 Unacceptable and acceptable fees

Fees charged should reflect actual costs to the school. Rounding up may occur where a small amount is added to the cost to avoid collection of small amounts of change.

(a) The following are examples of unacceptable fees:

- (i) mandatory fees for any course leading to graduation other than optional programming
- (ii) registration or administration fees for students enrolled, or enrolling, in regular programming
- (iii) textbook fees or deposits; however it should be noted that fees will be applied for lost or damaged textbooks to match the replacement or repair cost; and post-dated cheques for textbooks may be collected and then returned or destroyed upon the return of the texts that have not been damaged.
- (iv) learning materials that are required for completion of curriculum expectations such as workbooks, cahiers, computers, textbooks, musical instruments, science supplies, lab materials kits, safety goggles, or photocopying
- (v) any fees charged for the creation of discretionary accounts for any department, staff or staff groups
- (vi) any student fee for a guest speaker, visiting teacher or presentation where material being presented is mandatory element of the subject or course.
- (vii) any fees for learning materials that are required to meet the learning expectations of the course but are consumed by the student and cannot be used again by another student in the next semester; and
- (viii) any student fees for staff development or training costs.

(b) The following are examples of activities, programs and materials potentially eligible for fee charges for resources or activities:

- (i) optional programming, such as Advanced Placement, International Baccalaureate, Hockey Canada Skills Academy

- (ii) extracurricular trips, events, or activities that are extensions to the curriculum and not required for graduation
- (iii) extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. overnight or lengthier trips)
- (iv) optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no costs.
- (v) modest student activity fees for ID cards and photos; or participation in student council activities, extracurricular activities, student clubs, or athletics. No student may be excluded from participation in Student Engagement/Activity events based upon non-payment of these fees.
- (vi) co-curricular activities, special events, program enhancements, or field trips, if alternative programming and assignments are offered to students who choose not to participate
- (vii) school locks, or
- (viii) school photos, student agendas, yearbooks or other publications, products or fundraising that are voluntary purchases.

2.0 TERMS AND DEFINITIONS

2.1 CO-CURRICULAR ACTIVITIES

Activities or materials related to the regular day school program.

2.2 EXTRA-CURRICULAR ACTIVITIES

Activities or materials defined as outside the regular day school program

2.3 ENHANCED PROGRAMMING OR MATERIALS

Upgrades to the curriculum, upgrades in materials or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course in which case a fee may be charged.

2.4 OPTIONAL PROGRAMMING

Voluntary courses or activities that students normally choose to attend through an application process and by their very nature require payment of special fees, specialized supplies or equipment. This would include International Baccalaureate, Advanced Placement, Hockey Canada Skills Academy programs, and other specialized courses.

2.5 STUDENT ACTIVITY FEES

Fees that are used to supplement a student's school experience, such as student agendas, yearbooks, student recognition activities, extra-curricular activities, theme days, and school dances.

3.0 REFERENCES/RELATED DOCUMENTS

Ministry of Education Fees for Learning Materials and Activities Guideline
Education Act; section 32(1); section 170(1)13; section 171(13); section 171(23, 23.1)

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2018

7.0 APPROVED BY BOARD

February 22, 2005

8.0 EFFECTIVE DATE

May 28, 2013

9.0 REVIEW BY

Superintendent of Business and Finance

10.0 LAST REVISION DATE

New