

ADMINISTRATIVE PROCEDURES

SUBJECT: Activities and Supplemental Learning Materials Fees

Preamble: The Ministry of Education has approved the charging of moderate student fees to offer enhancements or supplementary learning materials beyond the core curriculum. Student activity fees help to cover costs associated with special events, program enhancements and field trips that are not mandatory elements of a course. It is at the Principal's discretion to use these monies to help defray the costs of athletics, drama productions, school clubs and student council activities. Other areas that the activity fee can go towards, as suggested by the Ministry are student handbook planners, school dances, theme days and student recognition/awards programs. Fees may also be charged for enhanced programming and materials or optional programming, provided the fees are voluntary and the essential materials required to meet the learning expectations of the course or grade are provided at no cost. Students must be able to participate in school activities and access resources regardless of personal financial barriers. The dignity of every student will be honoured in the school fee collection process.

Procedures:

Elementary Schools

1. Schools will provide basic equipment and supplies to elementary students. There may be additional materials that are suggested as beneficial but are not mandated.
2. Schools may charge fees for field trips provided alternative programming and assignments are available to students who choose not to participate, and the activity is not necessary to meet the learning expectations of a particular course or grade.
3. Schools may charge for optional consumables (for example, optional art supplies).
4. Any communication to parents should clearly indicate that any suggested purchase of materials is optional.

Secondary

1. Schools may charge for optional consumables (for example optional art supplies).
2. Schools may charge fees where the student chooses to upgrade required materials and keep them for their own personal use (for example students may upgrade from pine wood to cherry in a woodworking course).
3. Schools may charge students for workbooks if the student wishes to keep the workbook following completion of the course. If the workbook is a required resource for a course, workbooks must be available for loan to students who do not wish to purchase, at no cost.
4. Schools may charge for field trips provided alternative programming and assignments are available to students who choose not to participate, and the

- activity is not necessary to meet the learning expectations of a particular course or grade.
5. There should be no charges levied for materials that are integral to courses (e.g. learning materials, safety glasses, gloves, aprons, etc.).
 6. The school will not charge students a fee for the use of textbooks.
 7. The Principals'/Vice-Principals' Association will establish activity fees which help support school extra-curricular activities, student award/recognition programs, school dances or theme days. This will be done for each school year by the end of May (June) in the preceding year, subject to approval by the appropriate School Superintendent
 8. Prior to the beginning of each school year, the Principal will, in consultation with school staff, student organizations, Student Council and School Councils, as appropriate:
 - a) establish a student activity fee set by the Principals'/ Vice Principals' Association.
 - b) establish fees, where appropriate, for items such as: locker rental (including use of a school supplied lock), commencement ceremonies and cap and gown purchase/rental.
 - c) where possible, establish the costs of the school yearbook.
 - d) where possible, establish the nature, frequency and costs of field trips subject to the approval of the appropriate Superintendent consistent with Board Policy and Regulations.
 9. The Principal communicates:
 - a) To the students and parents and the appropriate Superintendent, prior to registration at the beginning of each school year, the amount and specific reasons for established fees.
 - b) To the respective students and parents on an ongoing basis, as appropriate, the costs and reasons for the fees, as they occur from time to time.
 10. The Principal will implement financial record-keeping practices to ensure appropriate accountability for the use of the fees as communicated to students and parents.
 11. Financial consideration will be given to any parent, guardian, or student experiencing financial hardship that might limit the student's access to participate fully.

Reference: Policy, Regulations

Implementation Date: February 9, 2002

Revised: May 2002

Revised: September 18, 2017, May 14, 2024
