

STUDENTS

Fees for Learning Materials and Activities

Guiding Principles

This procedure outlines the process for determining student fees and addresses the management of these fees including collection, disbursement and reporting.

Schools are required to develop strategies that recognize and reduce barriers to participation and work to effectively include all students in programs and activities. Successful completion of a grade or course required for graduation cannot be dependent on the payment of any course fee.

With the support of the school community, schools may wish to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. In these Situations, it may be appropriate to collect a fee to offset the additional costs.

Roles and Responsibilities

Superintendents of Schools shall:

- Ensure consistency within the system regarding the application of student fees in accordance with the *Ministry of Education Fees for Learning Materials and Activities Guideline* and the Board's *Student Fees* policy.

Principals shall:

- Provide leadership and guidance to staff when determining the extent to which pupils should or could be asked to supplement school supplies or pay a fee in consultation with school and student councils;
- Determine whether fee charges may be appropriate in accordance with the *Ministry of Education Fees for Learning Materials and Activities Guideline*, Board's *Student Fees* policy and the draft Question and Answers document;
- Review and approve proposed optional fees for all courses, programs, activities and materials prior to the inclusion of such charges in school communications;
- Waive the student activity or enhanced materials fee for students or families with financial hardship;
- Communicate with staff, school and student councils and Board administration when deciding the amount and allocation of the student activity fee, where appropriate;
- Communicate the amount and itemization of the school's student activity fee to the school community;
- Notify students involved in extra-curricular teams, clubs, and groups of any additional participation fees prior to the students making a commitment to participate;
- Ensure that all funds are handled in accordance with the DDSB Internal School Uniform Accounting procedure manual.

Responsibilities

Schools are responsible for:

- Ensuring that no fee or cost is charged to students to participate in the regular day school program;
- Ensuring that fees collected reflect the actual cost of services or materials being provided and are to complement, and not replace, public funding for education;
- Approving only fees which can be charged to students in accordance with the *Ministry of Education Fees for Learning Materials and Activities Guideline* and the Board's *Student Fees* policy;
- Ensuring that no student or family suffers undue hardship as a result of asking pupils to supplement supplies or pay fees;
- Providing information to the school community about the school's process of confidentially addressing situations where financial hardship exist.

School Council, and Student Councils are responsible for:

- Understanding and supporting the *Ministry of Education Fees for Learning Materials and Activities Guideline* and the Board's *Student Fees* policy.

Definitions

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, (As defined in the *Ministry of Education Fees for Learning Materials and Activities Guideline*)

Enhanced Programming and Materials

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities (as related to the regular day school program) beyond what is necessary to meet the learning expectations for a particular grade or course.

In some performance and production courses students may wish to use a superior product or consumable other than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade. (As defined in the *Ministry of Education fees for Learning Materials and Activities Guideline*)

Optional Programming

Optional programming refers to voluntary courses or optional activities that students choose to attend or take part in, with the knowledge that these programs are beyond the core curriculum. (Definition adapted from the Ministry of Education Fees for Learning Materials and Activities Guideline)

Appendix:

None

Effective Date

2012-04-16

Amended/Reviewed

2018-10-11