



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES FEES FOR LEARNING MATERIALS AND ACTIVITIES

#### 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, extra-curricular 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 (co-curricular activities or materials are defined as related to the regular day school program. Extra-curricular activities are defined as outside the regular day school program) activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (for example, music, woodworking), 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 costs of the upgrade.

Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the 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 or Laptop Programs.

1. Guiding Principles

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

The following principles should be followed:

Complementary to Public Education

- The purpose for which funds are collected are consistent with our Mission Statement.
- Fees raised for school purposes are to complement, and not replace, public funding for education.

Inclusive Education

- Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. Students must be able to participate in school activities and access resources regardless of personal financial barriers.
- Schools should have funds available or provide alternate arrangements for these students that do not have the ability to pay for any student activity fees.
- Under no circumstances will this information be shared with anyone not directly involved with the collection of funds for the activity.
- The school is responsible for covering the costs of staff and adult volunteers for an activity. These costs are not to be passed on to students.

Accountability & Transparency

- All fees should be collected in accordance with Board Policy 4011 (School Funds). A financial report should be made available to the school community for all student activity fees, including amounts collected and expenditures allocated.

## 2. Fee Charges

A fee charge shall be permissible 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 by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

### Examples of Activities, Programs or Materials Ineligible for Fee Charges

- A registration or administration fee for students enrolled in any regular day school program;
- A textbook fee or deposit (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).
- Learning materials that are 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;
- A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- Items that are funded through the allocated budget of a school board including, but not limited to learning materials necessary to meet learning expectations such as computers, workbooks, textbooks, staff development and training costs; or
- Learning materials that are required to meet the learning expectations of the course, but are consumed by the pupil and cannot be used again by another student in the next semester, e.g. a chemical used in a chemistry experiment.

Example of Activities, Programs and Materials Potentially Eligible for Fee Charges

- Optional programming such as, Advanced Placement courses or Hockey Canada Skills Academy program;
- Extra-curricular trips, events or activities that are extensions to the curriculum and not required for graduation (e.g. dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
- 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 cost;
- Student activity fees;
- Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to student who choose not to participate; or
- Student agendas, yearbooks.