

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Management Guideline</i>	STUDENT FEES GUIDELINE	
<i>Applicable Policy</i>	STUDENT FEES	308
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<i>Board Approved: April 20, 2021</i>	<i>Review: April 6, 2021</i>	
<i>June 21, 2016</i>	<i>June 7, 2016</i>	<i>Review by: December 2026</i>
<i>October 18, 2011</i>	<i>September 26, 2011</i>	

DEFINITIONS

“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”–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 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 cost 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 and are to be provided at no cost.

“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 Regional Arts and Advanced Placement® programs.

GUIDELINES

The basic cost of materials and activities for a course or grade are provided through school operating budgets; therefore, no student is denied enrolment in any course because of an inability to pay.

Successful completion of a required course or credit is not dependent on the payment of any course fee by a student.

Each school determines the basic materials and activities required for courses. All basic materials essential for the completion of the program or course are made available by the school at no cost to students.

Examples of activities, program or materials ineligible for fee charges include:

- a textbook fee or deposit;
- learning materials that are required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
- 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.

However, schools may recover the costs for the replacement or repair of lost, damaged, or broken materials such as textbooks, computers, library books, music or science supplies or any loaned materials. These charges should not exceed the replacement or repair cost.

A course fee is only charged for supplies, services, or activities that are considered enhancements to the program or course. Examples of activities, program, or materials potentially eligible for fee charges include:

- extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation (i.e. 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
- 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 (i.e. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who choose not to participate; or
- student agendas, yearbooks.

Fundraising revenues may be directed to supplies, services, or activities that enhance program opportunities for students.

Fees should reflect the actual cost of the services or materials being provided to the student. Any charges for supplies, services, or activities are reviewed with the school council before implementation and, at least, annually.

Fee Schedule should be communicated to the school community, for example, by being included in fall school newsletters, posted on school websites, and referenced in student/school handbooks. These fee schedules should include an itemized list of fees that states the rationale and purpose of each fee and information about the process to confidentially address financial hardship.

Any fees collected must be accounted for in accordance with Management Guideline 509: Fund Raising, Section 2.0.

REFERENCES

- Ministry Guideline for Fees for Learning Materials and Activities
- Management Guideline 509: Fund Raising