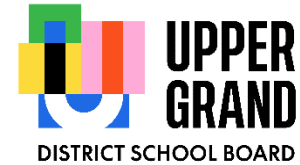


# Student Fees Procedures 317-A



<b>Category:</b>	Administration
<b>Administered by:</b>	Appropriate Superintendent
<b>First Adopted:</b>	August 2011
<b>Revision History:</b>	February 2018, June 2024 ( <i>Effective September 2024</i> )
<b>Next Review:</b>	2028-2029 School Year

## 1. General

These procedures address the administration of student activity fees and course cost fees associated with the regular school day program, as well as programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course.

## 2. Definitions

### **Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities. Examples include student agendas, yearbooks, extracurricular activities (e.g., teams or clubs), and school dances.

### **Enhanced Programming and Materials**

Enhanced programming and materials are voluntary enrichments or upgrades to experiences/materials that students choose to access or purchase that are beyond the expectations of the provincially mandated curriculum. Examples include optional materials or resources in a course for an additional cost to students, or paid attendance at a live performance that enhances the course provided by the school. All enhanced programming and materials must be approved by the principal.

### **Optional Programming**

Optional programming refers to voluntary courses or activities that students may choose to attend through an application process, with the knowledge that these programs are beyond the Ministry core curriculum. Examples include any bundled credit course offering tied to a specific theme such as a sport, art or other particular subject.

### **Specialty Programming**

Specialty programming refers to optional courses or activities containing curricular enhancements above and beyond the provincial curriculum (e.g., apprenticeships, International Baccalaureate (IB), some OYAP and/or Specialist High Skills Majors (SHSM), etc.)

### **Co-Curricular**

Co-curricular activities or materials are related to the regular day school program. For example, a canoe trip is part of the regular outdoor education class.

### **Extra-Curricular**

Extra-curricular activities are outside the regular day school program. For example, an out of class sport or club (football, chess).

## **3. Fee Details**

### **3.1 Board-approved cap**

No student shall be required to pay more than \$250 to participate in an optional, enhanced or specialty program<sup>1</sup>, or a co-curricular or extra-curricular activity.

3.1.1 Clubs and teams that advance to OFSAA or provincial, national, or international championship tournaments may request additional fees.

3.1.2 Schools may request additional fees to conduct overnight field trips that may incur additional expenses for hotels, extended transportation, etc.

3.1.3 Any additional fees requested under 3.1.1 or 3.1.2 shall be approved by the school principal.

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<sup>1</sup> Fees for the International Baccalaureate (IB) program are required by the International Baccalaureate organization and are related to teacher training, annual dues, program coordination, and participation in IB exams.

## 4. Responsibilities of the School

Schools shall:

- 4.1 Ensure all approved program and activity fees charged to a student enrolled in a regular day school program are eligible and do not exceed the board-approved cap.
- 4.2 Communicate to students and parents/guardians/caregivers about the availability of funds to assist those for whom the cost of a program or activity may be a barrier to access. School administration shall respect the privacy and dignity of students and families requesting access to these funds.
  - 4.2.1 A selection box on field trip and activity consent forms shall be one means for students and families to communicate their need for financial assistance.