

<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>FEES FOR LEARNING MATERIALS AND ACTIVITIES PROCEDURES</b>	<b>8010</b>

1. Policy

It is the policy of Lakehead District School Board not to charge student fees for the costs of materials and activities for elementary and secondary education. When appropriate, and 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 those situations for which charging student fees may be appropriate, no student should be excluded from participating in any school activity or event based on the ability to pay. Procedures for the charging and collecting of student fees should, at all times, demonstrate the mission and values of the Board.

2. Key Principles

- 2.1 The fees referred to herein are fees other than tuition fees for visa students, international students, First Nations students attending pursuant to a tuition agreement, and adult or continuing education students. Nor do they include fees for early learning programs offered outside the regular school day or other before or after school programs.
- 2.2 For the purposes of this document, 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.
- 2.3 Activities for which funds are collected shall help to ensure the success of every student and demonstrate and help to foster integrity, acceptance, empathy, respect and responsibility.

3. Fee Charges

- 3.1 When determining whether fee charges may be appropriate, the following criteria may be considered. 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 extracurricular 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.

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3.2 The following list provides examples of activities, programs or materials that may be considered for fee charges:

- optional programming such as Hockey Canada Skills Academy program;
- extracurricular 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 students who choose not to participate; or
- student agendas and/or yearbooks.

3.3 The following list provides examples of activities, programs or materials that are ineligible for fee charges:

- a registration or administration fee for students enrolled in any regular day school program;
- a textbook fee or deposit;
- learning materials that are required for completion of the curriculum such as workbooks, 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;

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3.4 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.

4. Practices

- 4.1 All fees for student activities should be of a modest amount and be consistent across schools of the Board.
- 4.2 Fee amounts should reflect the actual cost of the service or materials provided to the student. If there are residual amounts at the end of the school year in an ongoing category (for example: student fees), the funds should be rolled forward to the next year and to help reduce these fees in future years.
- 4.3 Wherever possible, schools will minimize the costs related to enhanced programming and materials that are optional to a course.
- 4.4 Alternative assignments should be provided for students to meet the expectations of a course in those situations in which a student chooses not to participate in an activity for which a fee is charged.
- 4.5 If an event for which fees were collected is cancelled, fees should be refunded to students.

5. Accountability

- 5.1 Fee schedules each year should be made widely available to members of the school community in student handbooks, fall school newsletters, and/or on the school website.
- 5.2 The process to account for the fees collected and the expenditures allocated should be prepared in the following manner.
  - 5.2.1 One central bank account, hereafter referred to as the School Fundraising Bank Account, shall be established for internal school fundraising (including Fees for Learning Materials and Activities). All transactions (receipts and disbursements) shall be made through this School Fundraising Bank Account.
  - 5.2.2 The principal plus two other staff members shall be authorized to sign cheques drawn on the School Fundraising Bank Account. Two signatures shall be required, one being the principal or vice principal.

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- 5.2.3 All schools must use the common software provided by the Board to create and maintain the school fee deposits, cheques, records and reports. The current program in use is the Schoolcash.NET system, licensed from Kev Software Inc.
- 5.2.4 A standard chart of accounts will be supplied by the Finance Department. Schools may add and delete categories, but may not add or delete the designated “umbrella categories.”
- 5.2.5 A separate umbrella category will exist for Student Activities and Resources (including Fees for Learning Materials & Activities).
- 5.2.6 Receipts and disbursements must be processed in a timely manner.
- 5.2.7 Cheques are to be produced electronically using the features provided in the system.
- 5.2.8 Financial reports should be made available to the school community on request.

6. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<b>8012 Fundraising in the Schools Policy</b>	<b>September 27, 2011</b>	_____
<b>Fees for Learning Materials and Activities Guideline, Ministry of Education, March 2011</b>	<b><u>Date Revised</u> May 28, 2019</b>	_____