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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