



The LDSB firmly believes and ensures that every student has the right to attend a school, where they are a qualified resident pupil, without payment of a fee for core programming. Parents/Guardians may be asked to contribute resources (time, money, or materials) to help support, or provide, enhanced or optional programs or activities. Some activities or events may require some recovery of the cost for participation, but no student should be excluded from participating in any core school activity or event that requires participation to meet the learning expectations of the course based on an inability to pay.

Fees may be appropriate in cases where the LDSB or schools choose to offer optional enhancements or supplementary learning materials beyond the core curriculum. Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.

The purpose of this procedure is to:

- a) Identify guiding principles and best practices;
- b) Provide a foundation for the LDSB and individual schools to govern decisions regarding potential fees;
- c) Provide examples of appropriate and inappropriate practices; and
- d) Ensure equity, transparency, and accountability for stakeholders.

The fees discussed in this administrative procedure 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. These procedures do not apply to fees for early learning programs offered outside of the regular school day or other before or after school programs.



1. Definitions

1.1. 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, extracurricular activities, school dances, or theme days.

1.2. Enhanced Programming and Materials:

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.

1.3. 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, International Baccalaureate, Choices at Seven (LEAP, Challenge, ATLAS), and Hockey Canada Skills Academy, or some Focus Programs.

2. Responsibilities

- 2.1. It is the responsibility of Principals and School Supervisors to administer and monitor implementation of this procedure.

3. Guiding Principles and Best Practices

- 3.1. Schools will endeavour to ensure financial support to maximize student



participation in activities regardless of economic circumstances.

- 3.2. Any fee amounts will be modest and reflect actual costs of service or materials (student agendas, student recognition, yearbooks, school dances, school clubs, photographs, extracurricular activities, field trips, athletics etc...) being provided to students. Where surplus fees have been collected, they shall be returned to students or parents.
- 3.3. For optional programming (see 1.3.0), where a student, or their family, chooses not to participate, alternative assignments must be provided to students to meet the expectations of the optional programming. Such enhancements shall be the exception rather than the norm for credit courses.
- 3.4. A breakdown of costs must be provided to students and their families in cases where acceptable fees are being requested.
- 3.5. School councils must be consulted in the development of a school's fee schedule and made aware of the use of student fees.
- 3.6. Each school will develop a Fee Schedule to be updated annually in advance of the school year prior to any fees being charged or collected. Each schools draft Fee Schedule must be approved for the following school year by the school supervisor prior to publishing or collecting any student fees.
- 3.7. Fee schedules must be communicated to the school community (e.g. provided in newsletters, summer letters, school agendas).
- 3.8. Schools will develop fee collection methods that afford reasonable expectations of privacy for students and parents, and develop and communicate clearly a practice for the discreet identification of students/parents who may be experiencing financial hardship.



4. Unacceptable Fees

4.1. The following are examples of unacceptable fees:

- a) mandatory fees for any course leading to graduation other than optional programming (see 1.3.0);
- b) registration or administration fees for students enrolled, or enrolling, in regular programming;
- c) textbook fees or deposits; however it should be noted that fees will be applied for lost or damaged textbooks to match the replacement or repair cost; and post-dated cheques for textbooks may be collected and then returned or destroyed upon the return of texts that have not been damaged;
- d) learning materials that are required for completion of curriculum expectations such as workbooks, cahiers, computers, textbooks, musical instruments, science supplies, lab material kits, safety goggles, or photocopying;
- e) any fees charged for the creation of discretionary accounts for any staff or staff groups;
- f) any student fee for a guest speaker, visiting teacher, or presentation where material being presented is a mandatory element of the subject or course;
- g) any fees for learning materials that are required to meet the learning expectations of the course, but are consumed by the student and cannot be used again by another student in the next semester; and
- h) any student fees for staff development or training costs.



5. Acceptable Fees

- 5.1. The following are examples of activities, programs, and materials potentially eligible for fee charges that are up front or as expenses for resources or activities:
- a) optional programming (see 1.3.0) such as Advanced Placement, International Baccalaureate, Choices at Seven (LEAP, Challenge, ATLAS), and Hockey Canada Skills Academy, and some Focus Programs;
 - b) 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);
 - c) extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. overnight or lengthier trips);
 - d) 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;
 - e) modest student activity fees (see 1.10) for ID cards and photos; or participation in student council activities, extracurricular activities, student clubs, or athletics;
 - f) co-curricular activities, special events, program enhancements or field trips, if alternative programming and assignments are offered to students who choose not to participate;
 - g) school locks; or
 - h) school photos, student agendas, yearbooks, or other publications, products, or fund-raising that are voluntary purchases.