

Student Fees Procedure

RATIONALE:

A student's school experience is enriched by participation in a variety of activities and opportunities "beyond" the classroom. Therefore, it may be necessary for schools to request that students/their families offset the costs associated with some of these experiences through student fees. Once enrolled, a student must have the opportunity to participate in school experiences regardless of personal economic barriers that may exist.

TERMINOLOGY:

Agenda/Planner Fee: A fee charged to a student who wishes to purchase an agenda/planner - this fee will be waived or subsidized for students who are experiencing financial hardship.

Basic Athletic Fee: Paid once by students prior to playing their first sport and will be used to fund uniform maintenance, equipment repair and replacement and any school based athletic celebrations or awards. The fee will be waived or subsidized for students who are experiencing financial hardship.

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.

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 are to be provided at no cost.

Equity Fund: A disbursement fund through the HWDSB Foundation to support groups of students in schools located within high and moderate needs schools, in addition to individual students with financial needs in other communities. This fund is provided through a systemic approach to maintain recipient confidentiality and dignity.

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, but are not limited to, Advanced Placement and International Baccalaureate.

Qualified Resident Pupil: An international student studying at HWDSB on a Visitor Visa and a study permit is required to pay fees according to the Education Act 49(6).

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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 recognition programs, extracurricular activities, school dances, or theme days.

Team Fee: A specific fee for each sport played based on the needs of the team and used to fund tournaments/exhibition games, uniform deposit and/or upgrades, travel, first aid (non-funded sports), referees (non-funded sports) and athletic supplies (tape, wrap, etc.) The fee will be waived or subsidized for students who are experiencing financial hardship.

Tryout Fee: A sports-specific fee required to cover the cost of rental facilities not covered by HWDSB's Athletics Department, i.e., ice rental; pool rental; etc.

Yearbook Fee: A fee charged to a student who wishes to purchase a yearbook – this fee will be waived or subsidized for students who are experiencing financial hardship.

PROCEDURES:

Principals will account for all fees through School Generated Funds.

1.0 Programming

- 1.1 Schools may request fees to allow students to access enhanced programming or materials.
- 1.2 Schools may request fees to allow students to access optional programming usually through an application process, with the knowledge that additional costs may be levied. Examples include, but are not limited to, International Baccalaureate and Advanced Placement.
- 1.3 All school trips, for which there is a cost, must be optional to the successful completion of the course. The teacher must provide alternative assignments in order for the student to meet the course expectations when the student chooses not to participate in a school trip. No student will lose his/her credit due to the inability to pay for a school trip. The fee will be waived or subsidized for students who are experiencing financial hardship.
- 1.4 To the extent possible, schools must minimize dependence on charges for learning and/or resource materials.
- 1.5 Throughout the option selection process (presentations, option sheets and course calendars) teachers must include information regarding student fees to parents and students. Print materials must include an approximate course cost and contact information for parents and students needing additional information. It is understood that fees can be subject to change based upon reasonable and unforeseen circumstances.

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2.0 Athletics

- 2.1 The Basic Athletic Fee will be set initially at maximum of \$60 and will be reviewed on an annual basis. Having undertaken the appropriate consultation, a principal may request an increase to the fee. Any increase is subject to the approval of the Superintendent Responsible for Athletics. The fee will be waived or subsidized for students who are experiencing financial hardship.
- 2.2 School staff will determine the Team Fee and the collection date prior to the start of tryouts, pre-approved by the Principal and communicated to students at the first meeting. The fee is payable upon being selected to the team. The fee will be waived or subsidized for students who are experiencing financial hardship.
- 2.3 Please note that some sports require a nominal Tryout Fee that school staff will communicate at the first information meeting.

3.0 Equitable Access

- 3.1 While no student should be excluded from participating in any school based event or activity, some school based or organized events/activities might require a cost for participation. Provisions must be put in place by schools in order to ensure equitable access to resources or alternatives to payment. Schools are encouraged to explore solutions to equitable access by pursuing partnerships as discussed in the Guide to Educational Partnerships.
- 3.2 Schools should share recommendations and suggestions for innovative solutions to equitable access.

4.0 Learning Materials

- 4.1 Textbooks / technology are tools to support classroom instruction. Students may receive a textbook or device for their use during the course or may access a textbook or device from a class set for in class use. There will be no charge or deposit for the use of textbooks or devices. Students may be required to reimburse the school for the replacement cost of lost, misplaced or damaged textbooks or devices.
- 4.2 Students are required to have individual reeds in music classes for hygiene purposes. The school will provide five reeds annually (elementary) per semester (secondary) at no cost to the student. If subsequent reeds are required, students may provide their own or purchase a reed from the school at a reasonable cost.

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- 4.3 Schools will provide, at no cost to the student, workbooks or cahiers where the school has determined that the workbooks or cahiers are required learning resources. Where the school determines that the workbook or cahier is a required learning resource, the school may loan the workbook or cahier to the student in the same manner as a textbook with the understanding and expectation that the student will return the workbook or cahier undamaged and without writing. The school may provide students with the option of purchasing their own copy of the workbook or cahier at a reasonable cost.
- 4.4 Notwithstanding any equipment or materials where the initial provision is at no cost to student, replacement for lost, damaged or misplaced items may require reimbursement by the student.