



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP445-1

Student Fees for Learning Materials and Activities

Area: Operations
Policy Reference: Student Fees for Learning Materials and Activities (PO445)
Approved: May 8, 2017
Revised: September 26, 2025

1. Purpose

The purpose of this administrative procedure is to guide the implementation of the Student Fees for Learning Materials and Activities Policy (PO445) and to ensure compliance with the Education Act and Ministry of Education guidelines.

2. Definitions

Enhanced Programming and Materials (*Fees for Learning Materials and Activities at Schools*) – 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 (i.e. music, woodworking), students may wish to use a superior product or consumable than that provided by the school, in which case they may be requested 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.

3. Procedures

3.1 The principal shall:

3.1.1 ensure that course materials and learning resources required to meet the expectations of the core curriculum are available without cost to students;

- 3.1.2 encourage families who are experiencing financial hardship to contact the school principal to discuss confidential support options. No student will be excluded from participation in school activities due to an inability to pay;
- 3.1.3 only charge fees that are reasonable and which are in compliance with the Education Act (see Appendix A – Guidelines for Student Activity Fees);
- 3.1.4 review all proposed optional charges for all courses or activities before they are charged;
- 3.1.5 consult with school staff, parent involvement committees, advisory committees, school councils, parents, students and the school community about changes to student activity fees;
- 3.1.6 ensure that all student activity fees be collected and recorded in accordance with the school generated funds procedures. This includes any fee or change to students or parents/guardians in the course of a school year;
- 3.1.7 provide alternative activities for students not participating in optional enhancements; and
- 3.1.8 consult annually with their Family of Schools Superintendent regarding proposed fees.

4. Sources

- 4.1 [Education Act, Section 32\(1\)](#)
- 4.2 [Ministry of Education Guideline: Fees for Learning Materials and Activities at Schools](#)

5. Appendices

- 5.1 Appendix A – Guideline for Student Activity Fees

6. Related Policies and Administrative Procedures

- 6.1 [Student Fees for Learning Materials and Activities Policy \(PO445\)](#)

Appendix A

Guideline for Student Activity Fees

Activities, Programs, or Materials Eligible for Fee Charges

The following is a non-exhaustive list of examples of voluntary student activities that are eligible for fee charges:

- 'One day' or 'more than one day' excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course. Alternative activities are provided for those not participating
- Participation in secondary retreats as part of the Religious Education enhancement experience
- Yearbooks
- Special lunch days (participation is voluntary)
- Cost recovery for the replacement or repair of lost, damaged or broken materials, such as:
 - Textbooks
 - Library books
 - Music or science supplies
 - Locks for student lockers
 - Vandalism of a locker or other school materials
 - Other loaned material
- Library book fairs (participation is voluntary)
- Costs associated with Grade 8 or High School graduation (participation is voluntary, students will not be excluded due to inability to pay)
- Voluntary participation in enhancements to the Physical and Health education programs that are not required to complete as part of the course, such as:
 - Rock climbing
 - Curling
 - Ice Rentals
 - Self-defense
- Participation in extra-curricular sports teams or events:
 - Rental of facilities (rink, field)
 - Costs of jersey or other equipment
 - Costs of tournament entry fees and associated accommodations and transportation
- Voluntary participation in extra-curricular school clubs:
 - Band
 - Youth leadership conferences
- Guest Speakers and Presentations
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Voluntary purchases of school spirit wear

- School uniforms (e.g., daily uniform, physical education uniform) (families experiencing financial hardship should contact the school principal to discuss confidential support options)
- Geography, History or other course trips abroad that are not required to complete the course. Alternative activities are provided for those not participating in the trips
- School dances, semi-formals, and prom
- Learning materials that are optional for the completion of the grade/course, such as:
 - Optional sewing kits and fabric
 - Higher quality electronic materials for projects
 - Superior construction materials than those required to complete projects
- Voluntary participation in elementary retreats as part of the sacrament preparation program. Alternative programming for those not participating in the retreat.

Activities, Programs, or Materials Ineligible for Fee Charges

The following are examples of student activities or learning materials that are not eligible for fee charges:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course
- Locker fees or lock deposit (only replacement costs are permitted)
- 'One day' or 'more than one day' excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
 - Computers
 - Staff development and training costs
- Learning materials that are required to meet the learning expectations of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Mandatory participation in elementary retreats as part of the sacrament preparation program
- Participating in mandatory physical and health education programs that are required to complete the course
- Mandatory flat fees for any course leading to graduation other than optional programming