



**EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees**

Date: June 30, 2004

Revised: January 15, 2016

Responsible Administrator: Secretary Treasurer

**1.0 RATIONALE**

Instructional Materials Fees are established by the Board. Costs for activities that are outside or beyond instructional materials may be established by the school according to the process and guidelines that follow.

**2.0 PROCESS**

The principal, in consultation with school staff and with the advice of school council, will be responsible to establish a list of fees to be submitted to the Superintendent.

**3.0 GUIDELINES**

- 3.1 A curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that complements or supplements regular instruction; this includes project work, field trips, dramatic productions, musical performances, etc. Participation in a curricular activity for which fees are levied is on a voluntary basis.
- 3.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which may complement or supplement regular instruction or allow a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, publishing, etc. Participation in an extra-curricular activity is on a voluntary basis.
- 3.3 Funding for curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the school council.
- 3.4 During the spring planning process for the new school year, staff members will submit to the principal for consideration suggestions for curricular and extra-curricular activities with a plan for the funding of the activity.
- 3.5 In consultation with the school staff, the principal will identify those curricular and extra-curricular activities that will be scheduled for the coming school year. The schedule will include a plan for the funding of each activity.

References: *Board Policy: F/II/1 Curricular and Extra-curricular Fees*  
*Admin Practice: Administration 22 – Curricular and Extra-curricular Fees Collection*  
*School Act:*



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- 3.6 The principal will present the completed schedule of curricular and extra-curricular activities to the school council, indicating the means for funding the activities. The principal will take into consideration advice received from the school council subsequent to the presentation.
  - 3.7 The schedule of curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent for approval on or before April 30<sup>th</sup> which will then be forwarded to the Committee of the Whole Meeting in May.
  - 3.8 The principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular or extra-curricular activity. (Excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course.)

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References:    *Board Policy:*    *F/II/1 Curricular and Extra-curricular Fees*  
                  *Admin Practice:*    *Administration 22 – Curricular and Extra-curricular Fees Collection*  
                  *School Act:*