


**Windsor-Essex Catholic District School Board**



Section: Finance

**POLICY F: 05 Fees for Learning Materials and Activities**

<b>NUMBER:</b>	F: 05
<b>EFFECTIVE:</b>	November 8, 2011
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2014-2015

## 1.0 OBJECTIVE:

- 1.1 To establish guidelines governing the collection of fees for learning materials and activities.

## 2.0 DEFINITIONS:

- 2.1 **General** - Fees discussed in this guideline are fees other than tuition fees for visa students, international students, First Nations students attending pursuant to a tuition agreement, adult or continuing education students. Nor do they include fees for early learning programs offered outside the regular school day or other before or after school programs.
- 2.2 **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.
- 2.3 **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 (e.g., 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.
- 2.4 **Co-curricular/Extra-curricular activities** – For the purpose of this guideline, co-curricular activities or materials are defined as related to the regular day school program. Extra-curricular activities are defined as outside the regular day school program.
- 2.5 **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 the International Baccalaureate (IB) Programme, Advanced Placement® and Hockey Canada Skills Academy programs.

## 3.0 GUIDING PRINCIPLES:

- 3.1 Every student has the right to attend a school, where they are a qualified resident pupil, without payment of a fee. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee. Essential course

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materials required to meet the learning expectations of the course or grade are to be provided at no cost.

- 3.2 In general, there should be no fees charged for day school programs. The costs of materials and activities for elementary and secondary education are provided to schools by the Ministry of Education and should be reflected in the school board operating budget. Fees raised for school purposes are to complement, and not replace, public funding for education.
- 3.3 When the Board/school chooses with the support of the school community to offer enhanced or optional programming/activities (beyond what is necessary to meet learning expectations of a particular grade or course), parents may be asked to contribute resources in the way of time, money, or materials to support these programs or activities.
- 3.4 The Board is committed to the goal of full student participation in school programs and activities regardless of individual economic circumstances.

### **4.0 SPECIFIC DIRECTIVES:**

- 4.1 Where fees are appropriate, they should be minimized as much as possible and reflect the actual cost of the service or materials being provided to the student, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances. Where students choose not to access these enhanced programs or materials, alternatives must be available.
- 4.2 This Policy shall be administered in conjunction with the objectives and guiding principles of *Board Policy A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community*. The dignity of every student and parent should be honoured in the school fee collection process. Collection methods should afford reasonable expectations of privacy for students and parents, and a respectful practice for discreet identification of students/parents who may be experiencing financial hardship should be clearly communicated.
- 4.3 Voluntary *school activity fees* may be requested to subsidize the cost of student agendas, yearbooks, extra-curricular activities, field trips (provided the trip is not considered to be a compulsory part of the curriculum), school dances or theme days, to cover the cost of participating in inter-scholastic athletic league teams.
- 4.4 Principals shall seek advice from school staff, parent involvement committees, Special Education Advisory Committees (SEACs), other advisory committees, school councils, parents, students and the school community when choosing to charge any fee(s).
- 4.5 Schools shall comply with school fundraising reporting procedures set out within the Board's fundraising policy/procedure and establish practices that promote accountability for the handling and management of the proceeds raised from fees. A transparent accounting of the amounts collected and expenditures allocated must be made available to the school community.

**5.0 RESPONSIBILITY**

- 5.1 The Director of Education is authorized to establish administrative procedures necessary to ensure the consistent and transparent implementation of this policy.

**6.0 REVIEW AND EVALUATION:**

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2014 – 2015 policy review cycle.

**7.0 REFERENCES:**

The Ontario Education Act and its Regulations

R.R.O. 1990, REGULATION 293 Fees for Transcripts and Statements of Standing and for Duplicates of Diplomas, Certificates, and Letters of Standing

R.R.O. 1990, REGULATION 298 Operation of Schools - General

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Ontario Student Record (OSR) Guideline

Ontario Ministry of Education - Fees for Learning Materials and Activity Guideline (2011)

Other related policies of the Board which support this policy are:

A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community

A: 30 Privacy

B: 05 Property Damage/Vandalism/Theft

SC: 02 Fundraising

SC: 04 Field Trips

SC: 12 Co-Instructional Activities

SC:13 Release of Student Information

SC: 15 Code of Conduct

ST: 01 Student Admission - Elementary

ST: 02 Student Admission - Secondary

ST:20 Collection of Personal Information