

**PURPOSE**

To provide direction to principals regarding charging student fees for learning materials, programs, curricular and co-curricular activities.

**APPLICATION & SCOPE**

This policy applies to all schools of the Halton Catholic District School Board and the provision of learning materials, programs, curricular and co-curricular activities to all students.

**REFERENCES**

Refer to Halton Catholic District School Board Administrative Procedure VI-57 Fees for Learning Materials, Programs, Curricular/Co-Curricular Activities and School Fundraising Activities

**DEFINITIONS****STUDENT ACTIVITY FEES:**

Student activity fees are voluntary fees permitted under the HCDSB Policy II-47 **Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities** and are 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.

**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 (music, woodworking, etc.) 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.

**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® (AP), International Baccalaureate® (IB).

**PRINCIPLES**

1. Every student has the right to attend a school, where they are a qualified resident pupil without payment of a fee. (*Section 32(1) Education Act*)
2. When schools or school boards choose with the support of the school community to offer enhanced or optional programming, parents may be asked to contribute resources in the way of time, money or materials

**FEES FOR LEARNING MATERIALS, PROGRAMS AND CURRICULAR AND CO-CURRICULAR ACTIVITIES****OPERATING POLICY:****II-47****DATE:****NOVEMBER 15, 2011****AMENDED:****JUNE 16, 2015****AMENDED:****JUNE 21, 2016**

to support these programs or activities.

3. The school principal is responsible for ensuring that the materials required to meet the expectations of the core curriculum are available without cost to students. No fee may be charged for learning resources that are essential to the delivery of a core course or program.
4. The school may only charge reasonable fees which are in compliance with the *Education Act*. In situations where fees may be charged to students, every effort shall be made to assist students with limited financial means.
5. The purposes for which funds are collected are consistent with the Board's Mission and Values.
6. Fees raised for school purposes are to complement, and not replace, public funding for education.
7. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. Students must be able to participate in school activities and access resources regardless of financial barriers.
8. The dignity of every student and parent should be honoured in the school fee collection process, collection methods 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 is clearly communicated.

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| <b>REQUIREMENTS</b> |
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**SCHOOL ACTIVITY FEES:****Regular Day School:**

- The school may collect a fee at the beginning of a school year, term or semester or for an activity or excursion planned by the school.
- With the exception of a School Activity Fee, there shall be no fees charged to a student to participate in the regular day school program.
- Fees may be charged where the student chooses voluntary enrichments or upgrades to the material or where purchasing the material is optional. Enhanced Programming and Materials include but are not limited to higher quality woodworking, design or tech materials.

The school principal must review all proposed optional charges for all courses prior to inclusion of such optional charges in any publication, and prior to the fee being levied.

- The school principal will develop 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.
- Fees may not be charged for a textbook fee or a textbook deposit fee or a workbook used as a textbook.
- All field trips for which there is a cost must be optional to a course. Where the student chooses not to participate in an optional field trip, alternative assignments must be provided in order for the student to meet the expectations of the course.

**FEEES FOR LEARNING MATERIALS, PROGRAMS AND CURRICULAR AND CO-CURRICULAR ACTIVITIES**

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- Student activity fees may be requested to subsidize the cost of student agendas, yearbooks, extra-curricular activities, optional field trips, or school dances or theme days. These fees are voluntary, and may vary from school to school.
- The school principal shall consult with staff, Student Councils and Catholic School Councils about student activity fees.
- School Principals will endeavor to ensure that all families and students are explicitly aware that student activity fees are voluntary.

**Other School Registers:**

- Schools may charge fees or institute a book deposit if the student’s enrolment is contained on a continuing education student register, an adult credit course student register, or an international language student register.

**Student Fees at Secondary Schools:**

- No student will be denied access to any course based on an inability pay a course/program fee, nor will report cards or transcripts be withheld for the same reason.
- No student will be denied access to any course, or to use of the library and any related online resources, for failure to pay student activity fees.
- Clothing worn for physical education classes must be compliant with OPHEA Guidelines and the school dress code, which is developed in consultation with Catholic School Councils. Where the dress code requires particular clothing, such clothing will be available for purchase at cost at each secondary school.

**Fees for Damaged or Lost Material:**

- The principal may charge fees for the replacement or repair of textbooks, workbooks, library material and other loaned materials and equipment if said loaned material is not returned as required or is returned in damaged condition. The fee may not exceed the current replacement or repair cost, as appropriate.

**APPROVED:** Regular Meeting of the Board

**AUTHORIZED BY:** .....  
*Chair of the Board*