



HURON-PERTH CATHOLIC

District School Board

Fees for Learning Materials and Activities

Adopted:	September 26, 2011	Policy #:	P 3.3.11.
Revised:	May 24, 2022	Policy Category:	3.3. Business

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes that each student is both sacred and created in God's image, and destined to share in the goods of the earth as part of a community of justice and mercy. No student should be denied access to school based programs, the curriculum or activities on the basis of their inability to pay.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that it be accountable to parents/guardians and students regarding the collection and expenditure of fees. The Board recognizes that the collection of student fees may be appropriate to enhance a student's school and faith experience without imposing undue hardship on any pupil or their family. Student fees will only be applied as outlined in the following procedures.

PROCEDURES:

1.0 Administration of Fees

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee. A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to that which is provided for course purposes.

Transparency in Fees

Fees charged should reflect actual costs to the school:

- A budget showing actual costs to the school shall be included with all requests for funds from students, or alternatively the request may include a statement that a budget will be provided upon request;
- A budget may include a reasonable amount charged per pupil for protection against loss of uncollected amounts.

2.0 Principal/School Council Oversight

The principal shall:

- Have a communication/approval strategy to ensure they are aware of all fees;
- Ensure School Council is made aware of all fees through the provision of regular written reports;
- Shall ensure that the purposes for which funds are collected are consistent with the Board's mission and vision;
- Shall ensure that fees levied for school purposes complement and not replace public funding for education;
- Shall ensure that each student shall have an equal opportunity to benefits from all school programs and activities regardless of financial barriers;
- Shall ensure that a clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees;
- Shall ensure that the Fee Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).

Discretionary Accounts

Individual teachers and departments shall not charge fees for the purpose of creating "discretionary accounts".

- All money collected is to be for specific goods or services;
- Amounts collected are to be deposited in the school generated funds account.

Registration, Administration and Program Fees

Students shall not be charged a fee for registration, administration of program fee except:

- Where the program is by its very nature, a fee-paying program (e.g. Visa students, Continuing Education), the appropriate fee may be charged.

3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

Eligible for Fees

- Optional programs beyond the provincially mandated curriculum;
- Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation (i.e. dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations for a particular grade or course;
- Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion as long as the required materials are available at no cost;
- Voluntary amounts (student activity fees) that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days;

- Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate.

Ineligible for Fees

- Registration or administration fees to enroll in a regular day school program;
- A textbook or technology (e.g. chromebook) fee or deposit (Schools may recover the costs to replace or repair lost or damaged items, however fees should not exceed the replacement or repair cost);
- Materials such as textbooks, technology, library books, music supplies, or any loaned materials;
- Learning materials required for completion of the curriculum such as workbooks, technology, musical instruments,, consumables, science supplies, lab materials kits and safety goggles;
- Mandatory flat fees for any course leading to graduation other than optional programming;
- A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- Items that are funded through the allocated budget of a school board including, but not limited to technology, workbooks, textbooks, staff development and training costs.

DEFINITIONS:

Student Activity Fees - Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials - 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.

Optional Programming - 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.

Fee Schedule - An itemized list of fees that states the rationale and purpose of each fee.

REFERENCES:

- Ministry of Education Fees for Learning Materials and Activities Guideline

RESOURCES, APPENDICES AND FORMS:

- N/A