

BOARD POLICY	
<i>Policy Section</i> FINANCE	<i>Policy Number</i> 209
<i>Administrative Procedure Number</i> AP-FIN-209	<i>Page</i> 1 of 3

POLICY TITLE

Fees for Learning Materials and Activities

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing a high quality learning experience for all students. The Board's commitment to every student means ensuring an inclusive environment, in which all students can participate fully and with dignity in their school community. Schools may wish to offer enhanced/optional programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course in order to enrich a student's school experience. The purpose of this policy is to provide a foundation for determining when fees are appropriate.

2.0 POLICY

It is the policy of Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide appropriate financial resources to schools to support the costs of materials and activities supporting core delivery of curriculum. Fees may be appropriate in cases where schools choose to offer optional enhancements or supplementary learning materials beyond the core curriculum.

3.0 GUIDELINES

- 3.1 With the support of the school community, schools may wish to offer enhanced/optional programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. In these cases, it shall be appropriate to collect a fee to offset the additional costs.
- 3.2 When determining whether fee charges shall be appropriate, the following criteria may be considered. A fee charge shall be permissible for an activity, material, course or program if it is:

- (a) not required as part of the regular day school program
 - (b) voluntary, and alternatives are offered
 - (c) non-essential or extracurricular in nature and is not required for graduation by an individual student; or
 - (d) a voluntary upgrade or substitute of a more costly material to the material provided for course purposes.
- 3.3 Whenever possible, schools shall minimize the costs related to enhanced programming and materials that are optional to a course, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- 3.4 The principal shall be aware of and approve all fees charged to students.
- 3.5 Catholic School Councils shall be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules must be communicated to the school community (e.g. provided in newsletters, summer letters, student agendas, Grade 9 orientation.)

4.0 TERMS AND DEFINITIONS

4.1 CO-CURRICULAR ACTIVITIES

Activities or materials related to the regular day school program.

4.2 EXTRA-CURRICULAR ACTIVITIES

Activities or materials defined as outside the regular day school program

4.3 ENHANCED PROGRAMMING OR MATERIALS

Upgrades to the curriculum, upgrades in materials or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course in which case a fee may be charged.

4.4 OPTIONAL PROGRAMMING

Voluntary courses or activities that students normally choose to attend through an application process and by their very nature require payment of special fees, specialized supplies or equipment. This would include International Baccalaureate, Advanced Placement, Hockey Canada Skills Academy programs, and other specialized courses.

4.5 STUDENT ACTIVITY FEES

Fees that are used to supplement a student's school experience such as student agendas, yearbooks, student recognition activities, extra-curricular activities, theme days and school dances.

5.0 REFERENCES/RELATED DOCUMENTS

Ministry of Education Fees for Learning Materials and Activities Guideline
Education Act; section 32(1) section 170(1)13, section 171(13), section 171(23,
23.1)

6.0 RELATED POLICIES

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

May 28, 2013

9.0 EFFECTIVE DATE

May 28, 2013

10.0 POLICY REVIEW DATE

May 2018

11.0 REVIEW BY

Superintendent of Business and Finance