

<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
<b>Fees for Learning Materials and Activities</b>	<b>613</b>
<i>Directional Policy</i>	
<b>600 – Stewardship of Resources</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Fees for Learning Materials and Activities

**DATE APPROVED:**

February 2021

**PROJECTED REVIEW DATE:**

February 2026

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the Stewardship of Resources Directional Policy – 600 by ensuring that employees understand the expectations regarding establishing and collecting fees for learning materials and activities, in order to provide fiscal accountability and to ensure the effective use of resources entrusted to the Board.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN (MYSP):**

The Fees for Learning Materials and Activities Administrative Procedures supports our Vision for achieving excellence in Catholic Education by ensuring every student can participate fully and with dignity in their school community and by establishing procedures and processes regarding establishing fees for learning materials and activities that are fair and transparent.



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED/GUIDELINES:

Fees collected shall reflect the actual cost of service or materials being provided and are to complement, and not replace, public funding for education.

- 1.1 For optional programming, where a student, or his or her family, chooses not to participate, alternative assignments (at no cost) must be provided to students to meet the expectations of the optional programming. Such enhancements shall be the exception rather than the norm for credit courses.
- 1.2 Students shall not be charged a fee for registration, administration, or program fee for regular day school programming except for enhanced/optional programming.
- 1.3 Students shall not be charged a fee for the use of a textbook. Students can be charged for failing to return school materials entrusted to their care. These charges may not exceed the replacement or repair costs of the textbook.
- 1.4 Parents may be asked to provide supplies not curricular in nature, such as pencil cases, pens, pencils, paper, rulers, or binders.

- 1.5 A confidential process should be instituted to support participation of students in activities regardless of economic circumstance. Schools will develop fee 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.
- 1.6 Financial reports will be maintained and available to the school community.
- 1.7 Unacceptable and acceptable fees

Fees charged should reflect actual costs to the school. Rounding up may occur where a small amount is added to the cost to avoid collection of small amounts of change.

- (a) The following are examples of unacceptable fees:
- (i) mandatory fees for any course leading to graduation other than optional programming
  - (ii) registration or administration fees for students enrolled, or enrolling, in regular programming
  - (iii) textbook fees or deposits; however it should be noted that fees will be applied for lost or damaged textbooks to match the replacement or repair cost; and post-dated cheques for textbooks may be collected and then returned or destroyed upon the return of the texts that have not been damaged.
  - (iv) learning materials that are required for completion of curriculum expectations such as workbooks, cahiers, computers, textbooks, musical instruments, science supplies, lab materials kits, safety goggles, or photocopying
  - (v) any fees charged for the creation of discretionary accounts for any department, staff or staff groups
  - (vi) any student fee for a guest speaker, visiting teacher or presentation where material being presented is mandatory element of the subject or course.
  - (vii) any fees for learning materials that are required to meet the learning expectations of the course but are consumed by the student and cannot be used again by another student in the next semester; and

(viii) any student fees for staff development or training costs.

(b) The following are examples of activities, programs and materials potentially eligible for fee charges for resources or activities:

- (i) optional programming, such as Advanced Placement, International Baccalaureate, Hockey Canada Skills Academy
- (ii) extracurricular trips, events, or activities that are extensions to the curriculum and not required for graduation
- (iii) extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. overnight or lengthier trips)
- (iv) optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no costs.
- (v) modest student activity fees for ID cards and photos; or participation in student council activities, extracurricular activities, student clubs, or athletics. No student may be excluded from participation in Student Engagement/Activity events based upon non-payment of these fees.
- (vi) co-curricular activities, special events, program enhancements, or field trips, if alternative programming and assignments are offered to students who choose not to participate
- (vii) school locks, or
- (viii) school photos, student agendas, yearbooks or other publications, products or fundraising that are voluntary purchases.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Stewardship of Resources Directional Policy.
- Reviewing the Fees for Learning Materials and Activities Procedure as part of its regular policy and procedures review cycle.

**The Director of Education is responsible for:**

- Overseeing implementation of the Fees for Learning Materials and Activities Procedure.
- Including the Fees for Learning Materials and Activities Procedure in the Board Policies and procedures posted on the Board web site.

**Superintendents are responsible for:**

- Ensuring Principals are consistent with the application of this Administrative Procedure

**Principals and Vice-Principals are responsible for:**

- Ensuring that any employee for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure when collecting fees from students and or their parents.
- Ensuring that course materials required to meet the expectations of the core curriculum are available with no cost to students.
- Ensuring that no fee be charged for learning resources that are essential to the delivery of core course or program.
- Ensuring that they are aware of and approve all fees charged to students prior to a fee being levied.
- Working with their staff to 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.
- Developing respectful practices for discreet identification of students/parent/guardians who may be experiencing financial hardship and communicate those to staff in a confidential manner.
- Consulting with their Catholic School Councils, staff and Student Councils (where applicable) in the development of a school's fee schedule and make them aware of the use of student fees.
- Communicating fee schedules to their school community (e.g. provided in newsletters, summer letters, student agendas, Grade 9 orientation)
- Ensuring that all student activity fees shall be collected and recorded in accordance with the school generated funds procedures.

**Teachers and Support Staff are responsible for:**

- Ensuring that when they collect Fees for Learning Materials and Activities they are following this administrative procedure.

**PROGRESS INDICATORS:**

School staff who collect Fees for Learning Activities and Materials are aware of this procedure

Students are provided with the necessary learning materials and equipment for programs and courses. Fees raised for school purposes are to complement, and not replace, public funding for Catholic education.

Every Student has an equal opportunity to benefit from the education system without being required to pay a fee. Students are able to participate in school activities and access resources regardless of financial barriers.

**DEFINITIONS:**

**CO-CURRICULAR ACTIVITIES** - Activities or materials related to the regular day school program.

**EXTRA-CURRICULAR ACTIVITIES** - Activities or materials defined as outside the regular day school program

**ENHANCED PROGRAMMING OR MATERIALS** – Voluntary enrichments or 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. For example, in some performance and production courses (i.e. music, woodworking), students may wish to use a superior product or consumable than that provided by the school, in which case they may be requested to pay the additional cost of the upgrade.

Where students chose not to access these enhancement 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** - 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.

STUDENT ACTIVITY FEES – Voluntary fees for complementary learning materials and curricular and co-curricular activities and are amounts 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.

**REFERENCES:**

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)