

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

**POLICY TITLE:
SECTION/CODE:**

Fees for Learning Materials and Activities

School Operations D – 9

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

January 13, 2020

October 11, 2011

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POLICY STATEMENT

Pursuant to the *Education Act*, resident pupils of the Board are entitled to attend a regular day school program without payment of a fee. In addition, pupils are entitled to receive the materials required to meet the curriculum expectations of a particular grade or course.

With the support of the school community, the Board may wish, however, to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. In these situations, it may be appropriate to collect a fee to offset the additional costs; however, fees raised for school purposes are to complement, and not replace, public funding for education.

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 personal barriers.

ADMINISTRATIVE REGULATIONS

1. Fee Charges

Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee.

When determining whether fee charges may be appropriate for an activity, material, course or program, the following criteria may be considered:

- A fee charge is permissible for an 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 extracurricular in nature and is not required for graduation by an individual student; or
 - A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

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1.1 Examples of Activities, Programs or Material *Ineligible* for Fee Charges

- A registration or administration fee for students enrolled in any regular day school program;
- A textbook fee or deposit; (The school may, however, recover the costs for the replacement or repair of lost, damaged or broken materials such as textbooks, library books, music or science supplies or any loaned materials. These charges should not exceed the replacement or repair cost.)
- Learning materials that are required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
- Fees charged for the creation of discretionary accounts by teachers or departments;
- 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 the board including, but not limited to learning materials necessary to meet learning expectations such as computers, workbooks, textbooks, staff development and training costs; or
- Learning materials that are required to meet the learning expectations of the course, but are consumed by the pupil and cannot be used again by another student in the next semester (e.g. a chemical used in a chemistry experiment)

1.2 Examples of Activities, Programs or Material Potentially Eligible for Fee Charges

- Optional programming such as, Advanced Placement courses or Hockey Canada Skills Academy program;
- Extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation (e.g. dances, school clubs, theme days, athletics, drama, student council activities);
- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);

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- 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 cost;
- Student activity fees;
- 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 choose not to participate; or
- Student yearbooks.

2. Best Practices

The school principal must:

- Establish a limit on student activity fees;
- Set limits for families with more than two children attending the school;
- Create a central fund or subsidy program to support the full participation of students in activities regardless of economic circumstances;
- Implement a confidential process to support full participation of students regardless of economic circumstances; and
- Have fee amounts reflect the actual cost of the service or materials being provided to the student.

In addition, the school principal may consider the following best practices:

- Minimize, where possible, costs related to enhanced programming and materials (for example, speakers, dance instructors, in-class field trips) that are optional to a course;
- Make every effort to ensure all students can participate in student activities regardless of ability to pay;
- Where a student chooses not to participate, ask teachers to provide alternative assignments for students to meet the expectations of the course; and

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- Implement modest student activity fees for student agendas, student recognition, yearbooks, school dances, student council activities and clubs, photographs, extra-curricular activities and athletics.

3. Accountability to the School Community

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the school community.

Members of the school community, including School Council, should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules for the upcoming school year should be made widely available to the school community. (For example, fee schedules may be included in fall school newsletters, posted on school websites and referenced in student agendas. These fee schedules should include an itemized list of fees that states the rationale and purpose of each fee; and information about the process to confidentially address financial hardship.)