

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

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Fees for Learning Materials and Activities**

**School Operations D – 9**

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**APPROVAL DATE:**

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**November 13, 2023**

**January 13, 2020**

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**POLICY STATEMENT**

Pursuant to the *Education Act*, resident pupils of the Board are entitled to attend the 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 required 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.

The dignity of every student and parent/guardian should be honoured in the school fee collection process, where collection methods afford reasonable expectations of privacy for students and parents/guardians, and a respectful practice for discreet identification of students/parents/guardians who may be experiencing financial hardship is clearly communicated.

**POLICY PURPOSE**

To provide direction to the school Principal regarding charging student fees for learning materials and activities.

**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;

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- 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.

**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, musical instruments, science supplies, lab material 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 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**

- 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);

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- Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
- 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. Guiding Principals**

The school principal must:

- Ensure that a subsidy program is available to support the full participation of all 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.
- Where a student chooses not to participate, teachers are to provide alternative assignments for students to meet the expectations of the course; and