

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that qualified resident pupils attending the Board's schools shall not be required to pay any fees in respect of their participation in day school programs. However, where schools choose to offer optional enhancements or learning materials beyond the core curriculum, fees may be appropriate. Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.

Rationale

The Education Act, R.S.O. 1990 provides that every qualified resident pupil has the right to attend a school without the payment of a fee. Funding for the costs of materials and activities for elementary and secondary education is provided to school boards by the Ministry of Education and should be reflected in school board operating budgets. When schools or school boards choose with the support of the school community to offer enhanced or optional programming, parents may be asked to contribute resources in the way of time, money or materials to support these programs or activities.

Guidelines

1. The Director of Education or designate is responsible for establishing procedures to ensure that fees for learning materials and activities at the Board's schools are determined and administered in accordance with this policy.
2. Fees should reflect the actual cost of the service or materials being provided to the student. There should be no material profit element or subsidy in the fees that are charged to students. Funds for assisting students with financial hardships should come from general fundraising or the school's budget.
3. Members of the school community should be consulted in the development of a school's fee schedule (e.g. through school council) and made aware of the use of student fees.
4. 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.
5. Fees are 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.
6. Examples of activities, programs, or materials that are ineligible for fee charges include, but are not limited to:
- a. A registration or administration fee for students enrolled in any regular day school program;
 - b. A textbook fee or deposit;
 - c. Learning materials that are required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
 - d. Fees charged for the creation of discretionary accounts by teachers or departments;
 - e. Mandatory flat fees for any course leading to graduation other than optional programming;
 - f. 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;
 - g. Items that are funded through the allocated budget of the school board including, but not limited to learning materials necessary to meet learning expectations such as computers, workbooks, textbooks, staff development and training costs; or
 - h. 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.
7. Examples of activities, programs, or materials that are eligible for fee charges include, but are not limited to:
- a. 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);
 - b. Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
 - c. 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;



Policy Section: **Business and Administrative Measures**

600

Policy Name: **Fees for Learning Materials And Activities**

614

- d. Optional programming such as International Baccalaureate and Advanced Placement courses;
- e. Student activity fees (e.g. student council fees);
- f. 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
- g. Student agendas and yearbooks.

Cross Reference:
Education Act, R.S.O. 1990

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