

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 312
<i>Former Policy #</i> 601	<i>Page</i> 1 of 5
<i>Original Approved Date</i> September 2, 1969	<i>Subsequent Approval Dates</i> June 1995 June 8, 2010 June 21, 2011

POLICY TITLE: TEXTS, SCHOOL SUPPLIES AND SUPPLEMENTARY STUDENT FEES

SECTION A

1. PURPOSE

The York Catholic District School Board in keeping with its Vision of "...quality learning by all..." recognizes that all pupils require appropriate learning resources in order to be successful learners. The Education Act provides direction to boards with respect to the provision of texts and school supplies as follows:

"Every board shall provide, without charge, for the use of the pupils attending the school or schools operated by the board, the textbooks that are required by the regulations to be purchased by the board". Section 170 (1) paragraph 13

In keeping with the obligations of this legislation, the Education Act requirement that resident pupils are entitled to attend a regular day school program without payment of a fee, and the Vision of the Board, this policy is intended to provide assistance and direction to schools with the provision of resources for texts, school supplies and the collection of voluntary supplementary fees.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that:

Pupils will be provided with the use of required texts, learning materials and equipment. Fees may be appropriate in cases where schools choose to offer supplementary learning materials or optional programming beyond the core curriculum and/or where schools choose to collect a voluntary activity fee to be used to support materials and programs that enrich a student's school experience.

3. PARAMETERS

- 3.1 Provision of school supplies by a pupil shall not impose undue hardship on any pupil or their family.
- 3.2 A school may charge the student a reasonable voluntary fee to cover costs of enhanced materials and activities that are associated with certain programs. Where students choose not to access these enhanced materials and activities, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade at no cost to the student .(Appendix A)
- 3.3 In the case of application based specialized optional programming (International Baccalaureate, Advanced Athletic training, Regional Arts, Laptop Learning, and any other board recognized specialized program) student fees may be charged to cover the programming costs.
- 3.4 Schools may recover the costs for the replacement or repair of lost, damaged or broken materials such as textbooks, library books, music or science supplies, Special Education Instructional Equipment or any loaned materials. These charges shall not exceed the replacement or repair cost.
- 3.5 Fees collected for school purposes shall reflect the actual cost of services or materials being provided and are to complement, and not replace, public funding for education.
- 3.6 All funds collected at the school level shall be deposited in their entirety to the school's bank account following the administrative procedures provided by the board.
- 3.7 Schools may collect fees for extra-curricular activities, including sports teams, student clubs, prom, semi-formal, etc.
- 3.8 Graduations are integral to a student's school experience.
Elementary: the format of the graduation celebrations must be vetted annually with the community, through the Catholic School Council, to ensure that costs are reasonable.
Secondary: all fees must be cost recovery.
Principals should take particular note to ensure that no family, either elementary or secondary, suffers undue hardship as a result of a graduation celebration and that no student misses their graduation ceremony because of cost.
- 3.9 A school may collect a voluntary Student Activity Fee that will be used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, student clubs or teams, school theme days, or other appropriate activities.
- 3.10 The Principal shall discuss the amount and intended allocation of the following year's Student Activity Fee with the Catholic School Council, the staff and the Student Council, annually, before the end of November. The amount shall not exceed \$100 per pupil.

- 3.11 The collection of the Student Activity Fee for the following school year may be done during the course selection process, but it must be clearly indicated on the form that the fees are voluntary and that non-payment will not jeopardize a student's course selection.
- 3.12 The amount and intended allocation of the school's Student Activity Fees, on a per pupil basis, shall be communicated in a clear manner at the time of the collection of the fee. Subsequently, an itemized budget for the entire amount collected will be posted on the school's website in the fall and will be printed in the fall newsletter.
- 3.13 If a Catholic School Council wishes to solicit a set amount per student in lieu of other fundraising, they can choose to have that amount collected at the same time as the Student Activity Fee. It must be clearly delineated from the Student Activity Fee on the form and clearly marked Voluntary Contribution to Catholic School Council Fundraising. The Board's Registered Charity guidelines are to be followed for donations that are eligible for a tax receipt.
- 3.14 Schools will not be permitted to charge a Late Fee when collecting any type of supplementary fee.

4. RESPONSIBILITIES

4.1 Director of Education

To ensure compliance with this policy

4.2 School Principal

- To review the school budget on an annual basis with the staff and Catholic School Council
- To provide leadership, guidance and approval to the staff in determining the extent to which pupils should or could be asked to supplement school supplies.
- To review and approve all proposed optional fees for all courses, programs, activities and materials prior to the inclusion of such charges in school communication (Appendix A).
- To ensure that no pupil or family suffers undue hardship as the result of asking pupils to supplement supplies or pay fees and to provide information to the school community about a process to confidentially address financial hardship.
- Where the Principal (or designate) is satisfied that a financial hardship exists for a student or family, all or part of a fee will be waived.
- To discuss with staff, Catholic School Council, Student Council and Board administration the amount and intended allocation of any Student Activity Fee.
- . To effectively communicate, as per Board policy, the amount and allocation of the voluntary Student Activity Fee.
- To ensure students involved in extra-curricular teams, clubs, and groups will be made aware of any additional participation fees prior to making a commitment to participate.

5. CROSS REFERENCES

Education Act
YCDSB Policy Purchasing, Lease & Rental of Products & Services
Purchasing Reference Guide
YCDSB Policy Educational Activities, Out-of-Classroom
YCDSB Policy Fundraising Activities
Guidelines for School Generated Funds
Registered Charity Guidelines

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Review Date	June 2015 <i>Date</i>



York Catholic District School Board

Enhanced Course Materials and Activities Fees Approval Form

School Name: _____

Date: _____

Department Head/Teacher: _____

Department (if applicable): _____

Subject/Course Code: _____

OR

Other Activity: _____

Note: The Ministry of Education has stipulated that all textbooks and workbooks are considered core curriculum materials and no student fee can be collected, in any situation, to offset the cost if these purchases are being made.

Basic Material Description provided at no cost to students	Enhanced Material/Activity Description Request	Cost Breakdown of enhancement to charge students

Requested amount to charge students for the enhanced materials or activities: \$_____

Authorized by:

School Principal: _____

Date: _____

Please maintain completed Admin 106 forms with school banking records for audit purposes.