



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 312A
<i>Former Policy #</i> 601	<i>Page</i> 1 of 4
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September 2, 1969	June 1995 June 8, 2010 June 21, 2011 June 10, 2012 April 30, 2019

**POLICY TITLE: TEXTBOOKS, PROGRAM ENHANCEMENT FEES OR
REPLACEMENT OF MATERIALS - ELEMENTARY**

SECTION A

1. **PURPOSE**

In keeping with its Mission, Vision and Core Values, the York Catholic District School Board recognizes that all students require appropriate learning resources in order to be successful learners and creative thinkers.

The *Education Act* provides direction to boards with respect to the provision of textbooks 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 the *Education Act* which stipulates that students are entitled to attend a regular day school program without payment of a fee, this policy is intended to provide assistance and direction to schools where the provision of program enhancement materials or activities, or the replacement of materials warrant a fee. Such instances may include but are not limited to: yearbooks, agendas, field trips, celebrations, course/subject specific enhancement materials, co-curricular activities, lost or damaged materials.

2. **POLICY STATEMENT**

It is the policy of the York Catholic District School Board that students will be provided with the use of required textbooks, learning materials and equipment. Fees

may be appropriate in cases where schools choose to offer enhanced learning materials or optional programming beyond the core curriculum.

3. PARAMETERS

- 3.1 Procurement of program enhancement materials or activities by a student shall not impose undue hardship on any student or the family.
 - 3.1.1 Where it would be an undue hardship for the family of the student, the program enhancement materials or activities will be supplemented by the school.
 - 3.1.2 A school may charge the student a reasonable voluntary fee to cover costs of enhancement materials and activities that are associated with certain programs. Where students choose not to access these enhancement materials and/or activities, alternatives must be made available at no cost to the student to meet the learning expectations, using essential course materials.
- 3.2 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.
- 3.3 Schools may recover the costs for the replacement of or repair to Board purchased materials that have been lost, damaged or broken. These charges shall not exceed the replacement or repair cost.
- 3.4 Schools may collect fees for co-curricular activities such as field trips, and student clubs.
- 3.5 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.
- 3.6 Schools will not be permitted to charge a late fee or withhold regular day school services when collecting any type of fee.

4. RESPONSIBILITIES

- 4.1 Director of Education**

To ensure compliance with the Textbooks, Program Enhancement Fees or Replacement of Materials - Elementary policy.
- 4.2 Superintendent of Education, School Leadership**
 - 4.2.1 To provide guidance to Principals on what should be included in any voluntary fees.
 - 4.2.2 To act as a resource on any questions regarding interpretation of this Policy.

4.3 Principal

- 4.3.1 To review the school budget on an annual basis with the staff and Catholic School Council.
- 4.3.2 To provide leadership, guidance and approval to staff in determining the extent to which students should or could be asked to purchase enhanced materials or activities or replace materials.
- 4.3.3 To review and approve the amounts of all proposed optional fees for all programs, activities and materials prior to the inclusion of such charges in school communication.
- 4.3.4 To ensure that no student or family suffers undue hardship as the result of asking students to supplement supplies or pay fees.
- 4.3.5 To provide information to the school community about a process to confidentially address financial hardship.
- 4.3.6 To waive all or part of a fee where the Principal (or designate) is satisfied that a financial hardship exists for a student or family.

5. DEFINITIONS

5.1 Core Curriculum Materials

Core Curriculum materials are learning materials that are required for meeting the curriculum expectations of a unit of study. These include items that are funded through the allocated budget of a school board including, but not limited to, textbooks, workbooks/cahiers, bibles, resource materials, electronic devices, science supplies, and safety goggles. Classroom supplies are items used in the classroom to facilitate effective learning.

5.2 Program Enhancement Materials and Activities

The School Principal will determine, in consultation with the Superintendent of Education and utilization of the appropriate documentation, if the material or activity is considered supplementary and eligible for a fee. Examples may include:

- 5.2.1 Items or activities that are non-essential or co-curricular in nature and not required for achieving curriculum expectations; and
- 5.2.2 A voluntary upgrade or substitute of material provided for course purposes.

6. CROSS REFERENCES

- YCDSB Policy 220 [Graduation Exercises in Elementary and Secondary Schools](#)
- YCDSB Policy 303 [Educational-Out of Classroom Activities](#)
- YCDSB Policy 603A [School Fundraising](#)
- YCDSB Policy 613 [Equity & Inclusive Education](#)
- YCDSB Policy 802 [Purchasing, Lease & Rental of Goods & Services](#)
- YCDSB Policy 803 [School Generated Funds](#)

[YCDSB Purchasing Reference Guide](#)
[YCDSB Registered Charity Guidelines](#)

[Education Act](#)

Approved by Board

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