



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 312B
<i>Former Policy #</i> 601	<i>Page</i> 1 of 5
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September 2, 1969	June 1995 June 8, 2010 June 21, 2011 June 19, 2012 April 30, 2019

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

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 students 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 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 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 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 student or the family of the student, the program enhancement material or activity will be supplemented by the school.
 - 3.1.2 A school may charge the student a reasonable voluntary fee to cover costs of program enhancement materials and activities that are associated with certain programs. Where students choose not to access these program enhancement materials and/or activities, alternatives shall be made available to meet the learning expectations of the course or grade at no cost to the student. Wherever possible these optional fees should be communicated at the time of course selection.
- 3.2 In the case of application based specialized optional programming (e.g., International Baccalaureate, Advanced Placement, High Performance Athlete Program, Regional Arts, Laptop Learning, Continuing Education Program, French Immersion and any other board recognized specialized program) student fees may be charged to cover the programming costs. These fees will be communicated during the information evening held for prospective students and their parents.
- 3.3 Schools may recover the costs for the replacement or repair of materials that have been lost, damaged or broken. These charges shall not exceed the replacement or repair cost.
- 3.4 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.
- 3.5 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 supplementary fee.
- 3.7 Schools may collect fees for co-curricular activities, including field trips, sports teams, student clubs, prom, semi-formal, etc.
- 3.8 A school may collect a voluntary Student Activity Fee that will be used to supplement a student's school experience through materials and activities, e.g., student agendas, student recognition programs, yearbooks, extracurricular

activities, school dances, student clubs or teams, school theme days, or other appropriate activities.

3.8.1 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 student.

3.8.2 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.

3.8.3 The amount and intended allocation of the school's Student Activity Fees, on a per student 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.

3.9 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.

4. RESPONSIBILITIES

4.1 Director of Education

To ensure compliance with the Textbooks, Program Enhancement Fees or Replacement of – Secondary policy.

4.2 Superintendent of Education, School Leadership

4.2.1 To provide guidance to Principals on what should be included in voluntary program enhancement and activity fees.

4.2.2 To act as a resource on any questions regarding interpretation/implementation 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 the staff in determining the extent to which students should be asked to purchase enhanced materials or activities.

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 materials or pay fees.

4.3.5 To provide information to the school community about a process to confidentially and sensitively 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.

- 4.3.7 To discuss with staff, Catholic School Council and Board administration the amount and intended allocation of any Student Activity Fee.
- 4.3.8 To effectively communicate, as per Board policy, the amount and allocation of the voluntary Student Activity Fee.
- 4.3.9 To ensure students involved in extracurricular teams, clubs, and groups are made aware of any additional participation fees prior to making a commitment to participate.

5. DEFINITIONS

5.1 Core Curriculum Materials

Core Curriculum materials are learning materials that are required for meeting the curriculum expectations of a course. 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, lab material kits and safety goggles. Classroom supplies are items used in the classroom to facilitate effective learning.

5.2 Program Enhancement Materials and Activities

Program Enhancement fees may be appropriate where schools choose to offer supplementary learning materials beyond those required by core curriculum. The School Principal will determine, with consultation with the Superintendent of Education the utilization of the appropriate documentation, if the item or activity is considered supplementary and eligible for a fee. Examples may include:

- 5.2.1 Items that are not required as part of the regular day school program;
- 5.2.2 Items or activities that are non-essential or extracurricular in nature and not required for meeting curriculum expectations;
- 5.2.3 A voluntary upgrade or substitute of material provided for course purposes;
- 5.2.4 Specialized optional programming (International Baccalaureate, Advanced Placement, High Performance Athlete Program, Regional Arts, Laptop Learning, Continuing Education Program, French Immersion and any other board recognized specialized program).

5.3 Voluntary Student Activity Fee

Student Activity Fees are voluntary amounts collected at the school that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, theme days, school dances, student clubs or teams.

6. CROSS REFERENCES

- 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](#)

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