

1. Purpose

To establish procedures for the administration of school fees in the Catholic District School Board of Eastern Ontario.

2. Definitions

2.1 Student Activity Fees

Student activity fees are voluntary amounts and may be requested to supplement a student's school experience through materials and activities such as, but not limited to, student agendas, student recognition programs, yearbooks, extra-curricular activities, field trips, school dances, theme days, and inter-scholastic athletic league teams. These fees are usually referred to as "student or school fees."

2.2 Enhanced Programming and Materials

Enhanced Programming and Materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (e.g., music, woodworking), students may wish to use a superior product or consumable rather than the item provided by the school, in which case they may be asked to pay the additional cost of the upgrade.

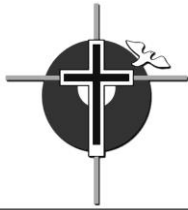
Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

2.3 Optional Programming

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement, Hockey Canada Skills Academy Programs and Programs for Performing Arts.

3. Responsibility

School principals, in consultation with the superintendents, will set and administer school fees.



4. Procedures

- 4.1** The school principal will be responsible for ensuring that the materials required to meet the expectations of the core curriculum are available without costs to students. No fee will be charged for learning resources (e.g., workbooks, photocopying or laboratory supplies) that are essential to the delivery of a core course/program. No student will be denied access to any course, program, timetable or field trip based on an inability to pay a course/program fee levy, nor will report cards or transcripts be withheld for the same reason.
- 4.2** The school principal will ensure that the dignity of every student and parent is honoured in the school fee collection process by developing and communicating clearly a practice for discreet identification of students/parents who may be experiencing financial hardship. The school principal will also develop collection methods and establish reasonable expectations of privacy for students and parents
- 4.3** For each school where there are student activity fees, the Principal will:
- ensure the school fees that are requested at the beginning of each school year are approved by the school Superintendent;
 - consult with staff, Catholic school councils and students, where applicable, about school fees for the next school year;
 - ensure all eligible fees are in accordance with the School Generated Funds Guideline;
 - communicate the fees schedule for the upcoming school year with the Catholic School Community .
- 4.4** Each school principal will be responsible for ensuring that the administration of voluntary school fees adheres to all Catholic District School Board of Eastern Ontario policies and procedures and the purpose for which funds are collected are consistent with the school board's vision and values.

5. Reference Documents

Appendix 1 –Examples of Activities, Programs or Materials **Ineligible and Eligible** for Fee Charges (Draft Fees Guideline, Ministry of Education, Memorandum 2010 B11, September 14, 2010).

Appendix 1

a) Examples of Activities, Programs or Materials **Ineligible** for Fee Charges

- i. A registration or administration fee for students enrolled in any regular day school program;
- ii. A textbook fee or deposit;
- iii. Fees charged for the creation of discretionary accounts by teachers or departments;
- iv. Mandatory flat fees for any course leading to graduation other than optional programming;
- v. 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 course;
- vi. Mandatory learning materials that are required with the textbook for completion of the curriculum such as workbooks, cahiers, musical instruments, art supplies, science supplies, lab material kits and safety goggles;
- vii. Items that are funded through the allocated budget of a 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
- viii. Learning materials that are consumables, that is, are essential to the delivery 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

b) Examples of Activities, Programs or Materials Potentially **Eligible** for Fee Charges

- i. Optional programming such as Advanced Placement courses or Hockey Canada Skills Academy program;
- ii. 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);
- iii. Extended student trips or excursions (e.g. trips abroad);
- iv. 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 for course completion are available at no cost;
- v. Co-curricular activities, special events, program enhancements or field trips, if alternative programming and assignments are offered to students who choose not to participate; these fees may reflect the costs of participation fees, materials, resource persons, rental of equipment and travel;
- vi. Student agendas, yearbooks; *or*
- vii. Student activities fees.

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