

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
<i>Original Approved Date</i> September 2, 1969	<i>Subsequent Approval Dates</i> June 1995 June 8, 2010 June 21, 2011 June 19, 2012 April 30, 2019

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

- 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,

YCDSB Policy 803 [School Generated Funds](#)

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

[Education Act](#)

Approval by Board

April 30, 2019

Date

Effectives