



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – 445

Student Fees for Learning Materials and Activities

Area: Operations
Source: Superintendent of Education

Approved: May 8, 2017
Revised:

1. Introduction

The Durham Catholic District School Board (the “Board”) believes that students should be provided with the necessary learning materials and equipment for programs and courses in which they are enrolled. Fees may be charged to students in cases where schools choose to offer enhancements or supplementary learning materials beyond the core curriculum or specialized programming. Schools may choose to collect an activity fee to be used to support materials and co-curricular programs that extends a student’s participation in a variety of activities and opportunities beyond the classroom.

2. Definitions

Student Activity Fees (*Fees for Learning Materials and Activities at Schools, Ministry of Education Guideline*) – Voluntary amounts that are used to supplement a student’s school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

3. Purpose

The purpose of this policy is to provide a foundation and identify guiding principles with respect to any fees charged to students in the regular day school program.

4. Application / Scope

This policy applies to all schools of the Board and the provision of learning materials, programs, curricular and co-curricular activities to all students.

5. Principles

5.1 The Board believes that:

- 5.1.1 every student has the right to attend a school, where they are a qualified resident pupil without payment of a fee (Education Act Section 32(1));
- 5.1.2 every student should have an equal opportunity to benefit from the education system without being required to pay a fee. Students must be able to participate in school activities and access resources regardless of financial barriers;
- 5.1.3 the dignity of every student and parent/guardian/caregiver should be respected in the school fee collection process and collection methods maintain reasonable expectations of privacy;

6. Requirements

- 6.1 The Director, or designate, shall establish administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 Materials required to meet the expectations of the core curriculum shall be made available without cost to students. No fee may be charged for learning resources that are essential to the delivery of core course or program;
- 6.3 Reasonable fees for supplementary programs and materials must follow the Ministry of Education's Fees for Learning Materials and Activities Guidelines.
- 6.4 Where fees are permissible based on the Ministry of Education Guideline, the purposes for which and by which the funds are collected will be consistent with the Board's mission, vision, and values.
- 6.5 The Board shall develop respectful practices for discrete identification of students/parents/guardians/caregivers who may be experiencing financial hardship and communicate those to staff in a confidential manner;
- 6.6 Financial transparency, accountability and reporting shall be adhered to as per AP445-1 Student Fees for Learning Materials and Activities Administrative Procedure.

7. Sources

- 7.1 Education Act of Ontario, Section 32(1)
- 7.2 Ministry of Education Guideline for Student Activity Fees

8. Related Policies and Administrative Procedures

- 8.1 Student Fees for Learning Materials and Activities Administrative Procedure (AP445-1)