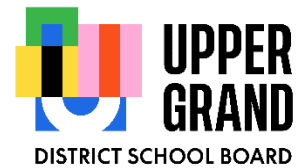


Student Fees Policy 317



Category:	Administration
Administered by:	Appropriate Superintendent
First Adopted:	August 2011
Revision History:	February 2018, January 2024, June 2024 (<i>Effective September 2024</i>)
Next Review:	2028-29 School Year

1. Policy Statement

It is the policy of the Upper Grand District School Board (UGDSB) that every student is entitled to benefit from the education system without the payment of fees for learning materials, supplies, activities, and textbooks. While no student shall be excluded from participating in any school or program-based event or activity or be denied access to school resources on the ability to pay, some student activities, enhanced programming, specialty programming, and optional programs may require a fee for participation. The UGDSB is committed to minimizing student fees that are consistent with the purposes and principles of public education while maintaining equity of access to its programs and services.

The intent of this policy is not to reduce or cancel programs, sports, or extra-curricular opportunities for students. Instead, it provides an opportunity to revise how programs have traditionally been funded and to reimagine how all students are offered the same or similar experiences while at the same time removing barriers and reducing costs for families.

2. Definitions

Generic Student Fees

Generic fees are fees that encompass multiple activities, services, events, and/or course materials (e.g., generic registration fees; generic athletic fees). The UGDSB does not allow for the collection of generic student fees.

Student Activity Fees

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities. Examples include student agendas, yearbooks, extracurricular activities (e.g., teams or clubs), and school dances.

Enhanced Programming and Materials

Enhanced programming and materials are voluntary enrichments or upgrades to experiences/materials that students choose to access or purchase that are beyond the expectations of the provincially mandated curriculum. Examples include optional materials or resources in a course for an additional cost to students, or paid attendance at a live performance that enhances the course provided by the school. All enhanced programming and materials must be approved by the principal.

Optional Programming

Optional programming refers to voluntary courses or activities that students may choose to attend through an application process, with the knowledge that these programs are beyond the Ministry core curriculum. Examples include any bundled credit course offering tied to a specific theme such as a sport, art or other particular subject.

Specialty Programming

Specialty programming refers to optional courses or activities containing curricular enhancements above and beyond the provincial curriculum (e.g., apprenticeships, International Baccalaureate (IB), some OYAP and/or Specialist High Skills Majors (SHSM), etc.)

Co-Curricular

Co-curricular activities or materials are related to the regular day school program. For example, a canoe trip is part of the regular outdoor education class.

Extra-Curricular

Extra-curricular activities are outside the regular day school program. For example, an out of class sport or club (football, chess).

3. General

- 3.1 This policy applies to students who are qualified resident pupils of the board.
- 3.2 This policy does not apply to tuition fees for VISA students, First Nations students living on reserve, Continuing Education students taking general interest or leisure courses, some Ontario Youth Apprenticeship Program (OYAP), or for early learning programs offered outside the regular school day or other before and after school programs.

- 3.3 It is the responsibility of the superintendents of education to administer this policy.
- 3.4 It is the responsibility of principals to implement this policy.

4. Details

- 4.1 Fee charges must be consistent with the purposes and principles of public education and the mission and values of the board.
- 4.2 All enhanced programming fees and optional programming fees shall be approved by the school principal or designate.
 - 4.2.1 Where fees are approved, they should be minimized as much as possible with the goal of full student participation in programs and activities. Fees for optional programming, enhanced programming or specialty programming shall not exceed the board-approved cap which will be reviewed on an annual basis.
 - 4.2.1.1 Exempt from this cap are fees for the International Baccalaureate (IB) program¹ and fees for overnight field trips.
 - 4.2.2 The UGDSB will ensure funds are available to assist those for whom the cost of the program fee would be a barrier to access. The process to access these funds shall respect the privacy and dignity of students and families and be developed and implemented by schools with direction and support from senior administration.
 - 4.2.3 School generated funds (e.g., through fundraising) may be used for the benefit of students in reducing fees.
- 4.3 Any student activity fees or enhanced programming fees charged shall reflect the actual costs to the school of providing the event/activity/materials and should be kept as low as possible.
- 4.4 The collection of generic student fees (e.g., registration fees), and/or specific service fees (e.g. library fees) is prohibited.

¹ Fees for the International Baccalaureate (IB) program are required by the International Baccalaureate organization and are related to teacher training, annual dues, program coordination, and participation in IB exams.

- 4.5 No student shall be denied a timetable, textbook, option sheet, report card, access to a school library, graduation diploma, or other regular school day activity for failure to pay a student fee.
- 4.6 Students can be charged for not returning school materials entrusted to their care (such as textbooks, library materials, music or science supplies, and any other loaned materials) or for the repair or replacement of such materials as long as the fees do not exceed the replacement or repair costs. Schools shall not charge late fees for borrowed materials.

5. Responsibilities of the Board

The board will seek advice on its student fees policy from school administrators, Parent Involvement Committee (PIC), Special Education Advisory Committee (SEAC), Student Senate (student government leaders) and other advisory committees as appropriate.

6. Responsibilities of the School

Schools shall:

- 6.1 consult with the school community, including students, school staff, teachers, and school councils of both parents and students, in the development and allocation of enhanced programming and optional programming student fees
- 6.2 communicate all student activity fees, including an itemized list of fees that states the rationale and purpose of each fee, to the existing school community regularly and to new students and parents in September of each school year, or when a new student enrolls in the school. This may be done through a school newsletter, school website, references in student agendas, course calendars, etc.
- 6.3 develop and communicate to students and parent(s)/guardian(s) a confidential process by which students and/or their parent(s)/guardian(s) can access an exemption to paying fees (i.e., student activity fees, enhanced programming fees, optional programming fees), respecting the dignity and privacy of students and parents

- 6.4 ensure all fees for learning materials and activities are accountable through School Generated Funds, and financial reporting is available to the school community.

7. Ineligible Fees

A fee may not be charged to any student enrolled in any regular day school program for:

- 7.1 registration or administration
- 7.2 use of the school library or other school-based services
- 7.3 mandatory flat fee for taking a course required for graduation
- 7.4 textbook fees, including e-materials, or deposits
- 7.5 a guest speaker, a visiting teacher or in-class field trip where the material being presented is a learning expectation of the course
- 7.6 learning materials required for completion of the curriculum (e.g., workbooks (cahiers), musical instruments, science supplies, lab materials, safety goggles)
- 7.7 items funded through the school board budget including but not limited to learning materials necessary to meet learning expectations (e.g., computers, workbooks, textbooks), and staff development and training costs
- 7.8 consumables required for the delivery of a course that are consumed by the student and cannot be used again in another semester (e.g., chemicals, food products, art supplies, photocopied learning materials, paper)
- 7.9 enhanced art or music supplies or higher quality materials for students to use for woodworking, design or technology. Schools must ensure that the required materials are provided for course completion at no cost.
- 7.10 generic student fees
- 7.11 late fees for borrowed materials

8. Eligible Fees

A fee charge shall be permissible for:

- 8.1 specialty programming
- 8.2 enhanced or optional programming. Any enhanced or optional programming fee must be approved annually by the school principal or designate.
- 8.3 educational field trips and off-site activities
- 8.4 event/activity specific student fees (e.g., dances, athletics, student council activities, clubs, yearbooks)

9. References

This policy operates in conjunction with:

- [Education Act](#) and its regulations
- [Ministry of Education's Guidelines for Fees for Learning Materials and Activities](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Policy 102 School Generated Funds](#)
- [Policy 504 Equity and Inclusive Education](#)
- [Policy 508 Educational Field Trips and Off-Site Activities](#)
- The School Generated Funds Resource Document