



YORK REGION DISTRICT SCHOOL BOARD

Policy and Procedure #671.0, Student/School Fees

Executive Summary

Student/School Fees policy and procedure reinforce the Board's commitment to providing equitable and consistent access to high-quality learning in schools. The process for determining student/school fees and their management is outlined.

What has Changed?

Major changes to the document:

Reason for review: Four-year cyclical review.

Who is affected by these changes and what is the impact on current practice?

Implementation timelines: Immediate.

Lead Superintendent(s)/Subject Matter Expert(s): Vidya Maharaj, Associate Director of Education and Chief Financial Officer

Stakeholder Groups with Responsibilities under this Policy

- Board of Trustees
- Director of Education
- Superintendents
- Principals
- School and Student Councils

Relationship to Board Priorities

The Student/School Fees Policy and Procedure support the delivery of effective and sustainable educational programs and the stewardship of Board resources. It demonstrates professionalism and accountability for high standards of practice.

Timelines and Next Steps

This policy was scheduled for second review at the June 7, 2022 Policy and By-Law Standing Committee meeting.

Providing Feedback

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert through Trustee Services.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the on-line form. In your response please;

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Policy Officer via email at policy.committee@yrdsb.ca, or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

Legislative Context

[Education Act](#)

Related Documents

[Policy and Procedure #676.0, School Fundraising and Administration of School Generated Funds](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board.



Board Policy #671.0 Student/School Fees

1. Policy Statement

The York Region District School Board is committed to providing equitable and consistent access to high quality learning in its schools. We believe that every student has the right to be able to access educational opportunities without personal financial circumstances being a barrier.

2. Application

Schools are required to develop strategies that recognize and reduce barriers to participation and work to effectively include all students in programs and activities. Successful completion of a grade or course required for graduation cannot be dependent on the payment of any course fee.

The fees outlined in this policy are for the costs of materials and activities for enhanced or optional elementary and secondary programming. They do not include tuition fees for visa students, international students, First Nations students attending pursuant to a tuition agreement, or adult or continuing education students. Nor do they include fees for early learning programs offered outside the regular school day or other before or after school programs.

Fees **may not be** charged for:

- a) registration or administration for students enrolled in any regular day school program;
- b) the use of textbooks;
- c) learning materials that are required for completion of the curriculum such as, but not limited to, workbooks, cahiers, musical instruments, science supplies, lab material kits and safety goggles;
- d) the creation of discretionary accounts by teachers or departments;
- e) any course leading to graduation other than optional programming;
- f) a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;
- g) 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
- h) learning materials that are required to meet the learning expectations of the course, but are consumed by the pupil and cannot be used again by another student in the next semester.

Fees **may be** charged for:

- a) optional programming;
- b) extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation;
- c) [extended student study tours](#) or excursions that are not necessary to meet the learning expectations of a particular grade or course;
- d) 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 are available at no cost;
- e) student/school activity fees such as, but not limited to, student agendas, yearbooks, optional field trips;
- f) co-curricular activities, special events, program enhancements or field trips including, but not limited to, the costs of participation, rental of equipment or travel, if alternative programming and assignments are offered to students who choose not to participate; and
- g) costs for the replacement or repair of lost, damaged or broken materials such as textbooks, library books, music or science supplies or any loaned materials.

3. Responsibilities

3.1 The Board of Trustees is responsible for:

- a) reviewing the Student/School Fees policy in accordance with the approved review cycle; and
- b) understanding and communicating with members of the community about the Student/School Fees policy.

3.2 The Director of Education is responsible for:

- a) implementing the Student/School Fees policy.
- b) Associate Directors of Education, Coordinating Superintendent of Education, Chief Financial Officer and Superintendents of Education are responsible for:
- c) ensuring consistency within the system regarding the application of student fees in accordance with the [Ministry of Education Fees for Learning Materials and Activities Guideline](#) and the Board's Student/School Fees policy.

3.3 Principals are responsible for:

- a) ensuring that no fee or cost is charged to students to participate in the regular day school program;
- b) ensuring that fees collected reflect the actual cost of services or materials being provided and are to complement, and not replace, public funding for education;
- c) approving fees which can be charged to students in accordance with the [Ministry of Education Fees for Learning Materials and Activities Guideline](#) and the Board's Student/School Fees policy;

- d) ensuring that no student or family suffers undue hardship as the result of asking pupils to supplement supplies or pay fees; and
- e) providing information to the school community about the school's process of confidentially addressing situations where financial hardship exists.

3.4 School Council and Student Councils are responsible for:

- a) understanding and supporting the [Ministry of Education Fees for Learning Materials and Activities Guideline](#) and the Board's Student/School Fees policy.

4. Definitions

4.1 Student/School Activity Fees

Student/school activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, or theme days. (Definition adapted from the [Ministry of Education Fees for Learning Materials and Activities Guideline](#))

4.2 Enhanced Programming and Materials

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities (as related to the regular day school program) beyond what is necessary to meet the learning expectations for a particular grade or course. In some performance and production courses students may wish to use an alternate consumable other than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade. (As defined in the [Ministry of Education Fees for Learning Materials and Activities Guideline](#))

4.3 Optional Programming

Optional programming refers to voluntary courses or optional activities that students choose to attend or take part in, with the knowledge that these programs are beyond the core curriculum. (Definition adapted from the [Ministry of Education Fees for Learning Materials and Activities Guideline](#))

5. Contact

Education and Community Services

6. History

Approved 2012
Revised 2012, 2016, 2017
Revised September 2021



Board Procedure #671.1 Student/School Fees

1. Policy Statement

This procedure outlines the process for determining student/school fees and addresses the management of these fees including collection, disbursement and reporting.

2. Application

Schools are required to develop strategies that recognize and reduce barriers to participation and work to effectively include all students in programs and activities. Successful completion of a grade or course required for graduation cannot be dependent on the payment of any course fee.

With the support of the school community, schools may wish to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. In these situations, it may be appropriate to collect a fee to offset the additional costs.

3. Responsibilities

3.1 The Director of Education shall:

- a) allocate staff and resources to support the Student/School Fees procedure.

3.2 Associate Directors of Education, Coordinating Superintendent of Education, Chief Financial Officer and Superintendents of Education shall:

- a) monitor and support the administration of student fees to ensure consistent application in accordance with the [Ministry of Education Fees for Learning Materials and Activities Guideline](#) and the Board's Student Fees policy.

3.3 Principals shall:

- a) provide leadership and guidance to staff when determining the extent to which pupils should or could be asked to supplement school supplies or pay a fee in consultation with school and student councils;
- b) determine whether fee charges may be appropriate in accordance with the [Ministry of Education Fees for Learning Materials and Activities Guideline](#), Board's Student/School Fees policy and the [Question and Answers](#) document;
- c) review and approve proposed optional fees for all courses, programs, activities and materials before including such charges in school communications;

- d) waive the student activity or enhanced materials fee for students or families with financial hardship;
- e) communicate with staff, school and student councils, and Board administration when deciding the amount and allocation of the student/school activity fee, where appropriate;
- f) communicate the amount and itemization of the school's student/school activity fee to the school community;
- g) notify students involved in extra-curricular teams, clubs and groups of any additional participation fees prior to making a commitment to participate;
- h) where fees are appropriate, make the fees available for parents to remit payment on the School Cash Online System; when fees are remitted by cash or cheque, ensure they are deposited to the school's bank account following the administrative procedures provided by the Board;
- i) establish processes that adequately control funds within the school including security over cash and records; and
- j) remit fees collected, for goods and services charged to the school budget, to Accounting Services for deposit into the appropriate budget line in a timely manner.

3.4 School and Student Councils shall:

- a) consider [fundraising](#) as a means of supporting student-focused school events, as approved by the principal and in accordance with Board policies and procedures.

4. Contact

Education and Community Services

5. History

Approved 2012

Revised 2012, 2016, 2017

Revised September 2021