

Title: Fees for Learning Materials and Activities

Adopted: April 16, 2012

Effective: April 16, 2012

Amended/Reviewed: September 15, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This procedure establishes clear expectations in accordance with Ministry guidelines contained in, [*fees for learning materials and activities at schools*](#) for the development, approval, and administration of student fees within the Board. It ensures that:

- Fees align with the principles of publicly funded education.
- No student is excluded from participation in school programs or activities due to financial circumstances.
- Fees complement, but do not replace, public funding provided by the Ministry of Education.
- Transparency, accountability, and fairness guide all fee-related decisions.

The procedure supports equitable access to education while enabling schools to offer enhanced opportunities through optional programming, extracurricular activities, and supplemental resources.

2.0 DEFINITIONS**2.1 Student Fees**

Monetary contributions requested from students or families to support optional activities, enhanced programming, or supplementary materials.

2.2 Student Activity Fees

Voluntary fees intended to enhance student experience through activities such as extracurricular programs, school events, student agendas, and yearbooks.

2.3 Enhanced Programming and Materials

Optional enrichments or upgrades beyond what is required to meet curriculum expectations (e.g., higher-quality materials in arts or technology courses).

2.4 Optional Programming

Programs outside the core curriculum that students voluntarily elect to attend (e.g., exchange programs, specialized academies).

2.5 Core Curriculum Requirements

Learning materials and activities necessary to meet curriculum expectations and graduation requirements, which must be provided at no cost.

2.6 Co-curricular Activities

Activities related to the regular school day program.

2.7 Extra-curricular Activities

Activities outside the regular instructional day.

2.8 Financial Hardship

Situations where families are unable to pay fees without compromising their financial well-being.

3.0 RESPONSIBILITY

Director of Education / Senior Administration

- Ensure system-wide implementation and compliance.
- Provide guidance, training, and oversight regarding fee practices.
- Establish accountability and financial reporting processes.

Superintendents

- Monitor school compliance with board procedures.
- Support equitable implementation across schools.

School Administrators

- Implement the student fee procedure at the school level.
- Ensure fees are appropriate, minimized, and justified.
- Provide alternatives for students who opt out or cannot pay.
- Maintain transparency and communicate fee schedules.
- Establish confidential processes to address financial hardship.

School Staff

- Adhere to board and school procedures when collecting or managing fees.
- Ensure that no required learning materials are tied to mandatory fees.

4.0 APPLICATION AND SCOPE

This procedure applies to all schools and programs within the Board offering regular day school programming.

It governs:

- All student fees for activities, materials, and programs associated with the regular school day.
- The development, approval, collection, and reporting of fees.

This procedure does **not apply to**:

- Tuition fees for international, non-resident, or adult learners.
- Fees for before- or after-school childcare programs.
- Early learning programs offered outside the regular instructional day.

5.0 PROCEDURES

5.1 General Principles

All student fees must:

- Be voluntary where applicable.
- Be minimized to ensure accessibility.
- Reflect the actual cost of services or materials.
- Support inclusive participation regardless of financial circumstances.
- Complement, not replace, public education funding.

5.2 Permitted Fees

Fees may be charged when they meet at least one of the following conditions:

- The activity or program is optional and not required for graduation.
- Participation is voluntary and alternatives are provided.
- The fee is for non-essential or extracurricular activities.
- The fee relates to optional upgrades or enhanced materials.

Examples include:

- Student activity fees (e.g., agendas, yearbooks, events)
- Extracurricular clubs, athletics, and school events
- Optional excursions or trips
- Optional program enhancements and material upgrades

5.3 Prohibited Fees

Schools shall not charge fees for:

- Required curriculum materials or activities
- Textbooks or essential learning resources (except replacement costs)

- Mandatory course fees required for graduation
- Registration or administration fees for regular day school
- Guest speakers or mandatory in-class learning activities
- Consumable materials required to meet curriculum expectations
- Items funded through the board's operating budget

5.4 Financial Accessibility

- No student shall be denied participation due to inability to pay.
- Schools must implement a **confidential and respectful process** to support families experiencing financial hardship.
- Alternative programming must be provided where a fee-based activity is declined.

5.5 Financial Accountability

- All funds collected must be managed according to Board financial procedures.
- Schools must maintain accurate records of:
 - Funds collected
 - Expenditures

5.6 Alternatives to Fees

Where a fee applies:

- Schools must provide a **no-cost alternative** to ensure students can meet learning expectations.
- Participation in fee-based enhancements must not impact academic evaluation.

6.0 APPENDICES

N/A

7.0 REFERENCE DOCUMENTS

- Ontario Ministry of Education: Guidelines on Fees for Publicly-Funded Schools
- Education Act (Ontario)