



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Student Activity Fees
Section: Educational Services

Regulation Code: ES-3.14.1
Policy Code Reference: ES-3.14

Established: September 29, 2011
Revised or
Reviewed: May 2, 2016; May 23, 2023

1. OBJECTIVE

This administrative regulation provides guidelines for the administration of fees for learning materials and activities in day-school programs.

2. DEFINITIONS

Definitions have been outlined in the procedures below.

3. APPLICATION

This administrative regulation applies to all employees involved in the delivery of enhanced or optional educational programs where additional fees and/or learning materials are required for courses of study.

4. RESPONSIBILITY

The families of schools superintendents, or designates, are responsible to review this administrative regulation with school administrators and to monitor the administration of student fees to ensure consistent application and compliance with this administrative regulation.

The principal of each school is responsible for review of this administrative regulation with appropriate staff and to provide leadership and guidance to staff when determining whether fee charges may be appropriate.

5. PROCEDURE

In general, there should be no fees charged for day-school programs. The costs of materials and activities for elementary and secondary education are provided to the schools by the Ministry of Education and allocated through Kawartha Pine Ridge District School Board to school operating budgets.

When schools choose, with the support of the school community, to offer enhanced or optional programming, parents may be asked to contribute resources in the way of time, money or materials to support these programs or activities. While no student should be

excluded from participating in any school activity or event based on the ability to pay, some activities or events may require some recovery of the cost for participation.

Fees may be appropriate in cases where schools choose to offer enhancements or supplementary learning materials beyond the core curriculum. Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.

5.1 Guidelines

5.1.1 Accountability to the School Community

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the school community.

Members of the school community should be consulted in the development of a school's fee schedule and made aware of the use of the student fees. Fee schedules for the upcoming school year should be made widely available to the school community as set out in Board policy.

5.1.2 Funding

With the support of the school community, a school 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.

5.1.3 Program Determination

The principal of the school is charged with the responsibility of providing appropriate educational programs within the policies and program requirements of the Ministry and the Board. Decisions regarding activity fees and enhanced and optional programs and materials will be made at the school level, by the principal, in consultation with the appropriate staff and the school council.

5.2 Areas in Which Fees May Be Allowable

5.2.1 Student Activity Fees

Student 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.

5.2.2 Enhanced Programming and Materials

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.

Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade. These are to be provided at no cost.

5.2.3 Optional Programming

Optional programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples would include Advanced Placement and International Baccalaureate.

5.2.4 Co-curricular Activities

Co-curricular activities or materials are defined as those related to the regular day-school program.

5.2.5 Extracurricular Activities

Extracurricular activities are defined as those that are outside of the regular day-school program.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[ES-3.14, Student Activity Fees](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

Other Documents:

[Fees for Learning Materials and Activities at Schools](#)