



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n° 2006-FR-03:	Policy on School Fees charged to Parents – Youth Sector		
Approved:	Resolution n°	060628-FR-0232	
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NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1.0 PREAMBLE

The purpose of this policy is to provide a framework and establish clear guidelines with respect to fees charged to parents within the legal framework of the Education Act and while respecting the autonomy and responsibilities of the school board, the schools and the governing boards.

2.0 APPLICATION

This policy applies to the financial contribution charged to parents for the students of the Sir Wilfrid Laurier School Board in the preschool, elementary and secondary sectors.

3.0 OBJECTIVES

- 3.1 To ensure the right of access to public education and ensure accessibility to educational services. *(EA Section 1)*
- 3.2 To uphold the goal of universal free access to educational services, to textbooks and other instructional materials required for teaching of programs of studies. *(EA Section 3)*
- 3.3 To maintain fees at the lowest possible level and to define when and where fees can be charged.
- 3.4 To adopt rules and procedures that will ensure transparency for the parents in the determination of fees.
- 3.5 To provide for the harmonization of practices in the schools in the setting of and administration of fees.
- 3.6 To define the roles and responsibilities of the school board, the school principal, the governing board, the students and the parents.
- 3.7 To identify the fees that can be charged to the parents by the schools or by the School Board.

4.0 GUIDELINES

- 4.1 Fees charged must be justified and reflect real costs.
- 4.2 Lists provided to parents must be detailed and indicate a description of the items with their actual costs.
- 4.3 Lists provided to parents must also include a list of textbooks and instructional materials provided free of charge together with the replacement costs of these.
- 4.4 The list must distinguish between mandatory and optional fees.
- 4.5 Fees charged must take into consideration the other financial contributions that may be charged for other services.
- 4.6 Additional financial donations must be reflected on the bill [invoice](#) and clearly indicated as optional.

5.0 RESPONSIBILITIES

5.1 School Board

- 5.1.1 To adopt, implement and monitor the policy
- 5.1.2 To consult the management committee
- 5.1.3 To consult the parents committee
- 5.1.4 To respect the competencies of the governing board
- 5.1.5 To ensure that the provisions of the law are respected

5.2 School Principal

- 5.2.1 Propose to the governing board the principles for determining the cost of the documents that are not provided free of charge. (EA Section 96.15)
- 5.2.2 Propose a list of instructional materials which are not to be provided free of charge.
- 5.2.3 Ensure the relevance of the material required.
- 5.2.4 Provide criteria of control to ensure the optimal use of instructional materials.
- 5.2.5 Ensure that at least 80% of the workbooks or activity books are used.
- 5.2.6 Ensure that requirements will be limited to what is essential and related to program of study.
- 5.2.7 Ensure that the maximum annual charge for workbooks, activity books and other consumables shall be as indicated in Appendix 1.
- 5.2.8 Itemize all fees and specify the exact cost of each item, activity or service.
- 5.2.9 Ensure that the school board policy is respected.
- 5.2.10 The school must ensure that no student who is eligible or demonstrate interest in an activity or specialized program be excluded because of lack of funds.

5.3 Governing Board

- 5.3.1 Take into consideration the policy adopted by the School Board.
- 5.3.2 Based on the principal's proposal, to establish the principles for determining the cost of the documents that are not provided free of charge. (EA Section 77.1)
- 5.3.3 Based on the principal's proposal, to approve a list of the school supplies which are not to be provided free of charge.

5.4 Parents

- 5.4.1 To acquire the materials on the lists approved by the governing board.
- 5.4.2 To pay the fees approved by the governing board.

5.5 Students

- 5.5.1 To take good care of the property placed at their disposal and return it **in good condition** at the end of the school activities. (*EA Section 8*)

6.0 GENERAL PROVISIONS

6.1 Goods and services that must be provided **free of charge**

- 6.1.1 Textbooks (*EA Section 7*)
- 6.1.2 Dictionaries or grammar books
- 6.1.3 Bibles or novels
- 6.1.4 Library books, reference materials, ID cards
- 6.1.5 Any item of a specialized or expensive nature which is required for a specific course or program (ex.: laboratory material)
- 6.1.6 Musical instruments and their maintenance (for reasons of hygiene, articles such as mouthpieces of musical instruments, headphones and safety glasses are excluded)
- 6.1.7 Photocopies that replace textbooks
- 6.1.8 Sheet music
- 6.1.9 Sports, cultural, social activities deemed compulsory
- 6.1.10 Registration fees for specialized program
- 6.1.11 IT equipment for regular programs
- 6.1.12 Specialized or expensive objects required for specific programs and considered as pedagogical material (ex. graphic calculator)
- 6.1.13 Digital resources (software licences)

Specific provisions for goods and services free of charge:

If a student fails to take good care of the property placed at his disposal and return it at the end of the school activities, the school board may claim the value of the property from the parents of the student if a minor or from the student himself if of full age.

The student cannot be charged a deposit for textbooks, to open a file, for registration fees, to retake an examination or for a change of schedule.

6.2 Goods and services that are **not provided free of charge**

- 6.2.1 Workbooks (documents in which students write, draw or cut out and which are not reusable)
- 6.2.2 Photocopies that replace workbooks
- 6.2.3 Consumables (pencils, paper and other objects of a like nature)
- 6.2.4 Basic calculators
- 6.2.5 Agendas
- 6.2.6 Locks
- 6.2.7 Specialized programs or optional programs fees (excellence, concentration, advanced, summer school, sports)

- 6.2.8 Materials that will be transformed by the student during the course or kept at the end of the course like plastic or wood
- 6.2.9 Data storage device (USB key)
- 6.2.10 School uniform, speciality uniform (safety boots, safety clothes)
- 6.2.11 Optional field trip
- 6.2.12 Cultural, social, sports, scientific or community services which take place outside of the regular class schedule (extra-curricular activities)
- 6.2.13 Mouth pieces and protectors, recorders, head phones, safety glasses and other items that for reasons of hygiene cannot be reused

Specific provisions for goods and services not provided free of charge:

Items that are not specific to a particular grade level or course such as locks, basic calculators and uniform items that have been previously purchased and can be reused by the student are not required to be repurchased.

6.3 Noon-hour supervision

- 6.3.1 A school board is required to ensure, in the manner agreed upon with the governing boards, the supervision of the students who stay at school, whether or not transportation is provided at noon.
- 6.3.2 The governing board is responsible for establishing the organization of services offered and determining fees charged.
- 6.3.3 Charges for this supervision shall be reasonable and based on actual costs.
- 6.3.4 For families having more than two children enrolled in the same school and residing at the same address, the school board may choose to subsidize all, part or none of the supervision fees for the third or subsequent child.
 - 6.3.4.1 The board must communicate its decision of the amount subsidized on an annual basis at the same time that it submits the budgetary parameters to the schools.
- 6.3.5 This service must be self-financing.
- 6.3.6 Fees may only be charged to students who stay at school at noon.
- 6.3.7 Parents must be informed of services offered.
- 6.3.8 The minimum and maximum ratios for supervision shall be as indicated in Appendix 1.

6.4 DAYCARE

- 6.4.1 At the request of the governing board of a school, a school board must provide childcare for preschool and elementary school students. *(EA Section 256)*
- 6.4.2 When registering, parents must be provided with a detail of the services offered, including hours of operation and costs.

6.5 COMMUNITY SERVICES

- 6.5.1 The governing board may organize educational services other than those prescribed by the basic school regulation, including instructional services outside teaching periods during the school days of the school calendar or on non-school days, and may organize social, cultural or sports services. *(EA Section 90 and 255)*

- 6.5.2 The governing board may contract with an outside body for the provision of goods or services and may charge a fee to students who choose to use the services. *(EA Section 91)*

6.6 FIELD TRIPS AND IN-SCHOOL ACTIVITIES

- 6.6.1 Parents must be provided with the reason for as well as the details of the costs specific to the trip.
- 6.6.2 Charges must be reasonable and not exceed the actual cost.

6.7 TRANSPORTATION

- 6.7.1 Student transportation provided by a school board before the beginning of classes and after the end of classes each day is free of charge. *(EA Section 292)*
- 6.7.2 Where the transportation is provided under a contract with a public transit authority, the school board may claim from student that portion of the cost of the transportation pass which corresponds to service in addition to service before the beginning of classes and after the end of classes each day.

6.8 SPECIALIZED STUDY PROGRAMS

- 6.8.1 Schools may offer specialized programs of study which offer enhanced or unique curriculum.
- 6.8.2 Participation in these programs must be optional.
- 6.8.3 Fees may be charged only to students who choose to use the service.
- 6.8.4 Fees must be reasonable and not exceed the actual cost.

6.9 OTHER (Students may be charged a fee for the following services or expenses)

- 6.9.1 Year Books
- 6.9.2 T-Shirts
- 6.9.3 Graduation Expenses
- 6.9.4 Extracurricular Activities
- 6.9.5 This list is not exhaustive and the school could possibly offer other items or activities
- 6.9.6 The fees must be optional and there must be no obligation to participate

7.0 COLLECTION OF SCHOOL FEES:

Each school will develop a process and establish procedures to collect school fees in an efficient and effective manner and may refer to the "Procedure for the collection of receivables".

EFFECTIVE DATE

This policy shall be effective July 1, 2016. The rates referred to in Appendix I are not an integral part of this policy and may be subject to change by resolution of Council.

APPENDIX 1
SPECIFICATIONS FOR CHARGES

All charges listed below are annual (school year) unless otherwise specified.

Workbooks, activity books, and other consumables: (Maximums)

Elementary	\$200
Secondary	\$325

Ratio for supervision:

Elementary	Minimum 1:20 Maximum 1:70
Secondary	Due to differences in size and physical organization, each school shall determine a ratio based on their own specific needs and particular circumstances.

APPENDIX 2

EXTRACTS FROM THE EDUCATION ACT

DIVISION I

STUDENTS' RIGHTS

Right to instructional services

1. Every person is entitled to the preschool education services and elementary and secondary school instructional services provided for by this Act and by the basic school regulation made by the Government under section 447, from the first day of the school calendar in the school year in which he attains the age of admission to the last day of the school calendar in the school year in which he attains 18 years of age, or 21 years of age in the case of a handicapped person within the meaning of the Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration (chapter E-20.1).

Right to educational services

Every person is also entitled to other educational services, student services and special educational services provided for by this Act and the basic school regulation referred to in the first paragraph and to the educational services prescribed by the basic vocational training regulation established by the Government under section 448, within the scope of the programs offered by the school board.

Age of admission

The age of admission to preschool education is 5 years on or before the date prescribed by the basic school regulation; the age of admission to elementary school education is 6 years on or before the same date.

Services free

3. The educational services provided for by this Act and prescribed by the basic school regulation established by the Government under section 447 shall be provided free to every resident of Québec entitled thereto under section 1.

Free use of textbooks

7. Students other than those enrolled in adult education have a right to the free use of textbooks and other instructional material required for the teaching of programs of studies until the last day of the school calendar of the school year in which they reach 18 years of age, or 21 years of age in the case of handicapped persons within the meaning of the Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration (chapter E-20.1). Each student shall have the personal use of the textbook chosen pursuant to section 96.15 for each compulsory and elective subject in which the student receives instruction.

Exception

The right of free use does not extend to documents in which students write, draw or cut out.

Instructional material

Instructional material does not include pencils, paper and other objects of a like nature.

Student's duty

8. Every student shall take good care of the property placed at his disposal and return it at the end of the school activities.

Claim for value of property

If a student fails to comply with the first paragraph, the school board may claim the value of the property from the parents of the student if a minor or from the student himself if of full age.

Compulsory school attendance

14. Every child resident in Québec shall attend school from the first day of the school calendar in the school year following that in which he attains 6 years of age until the last day of the school calendar in the school year in which he attains 16 years of age or at the end of which he obtains a diploma awarded by the Minister, whichever occurs first.

Cost of documents

77.1. Based on the principal's proposal, the governing board shall establish the principles for determining the cost of the documents mentioned in the second paragraph of section 7. Those principles are taken into account when the choice of textbooks and instructional materials must be approved under subparagraph 3 of the first paragraph of section 96.15.

List

The governing board shall also approve, on the principal's proposal, a list of the objects mentioned in the third paragraph of section 7.

Policy

The principles are established and the list is approved, taking into consideration the school board's policy adopted under section 212.1 and the other financial contributions that may be claimed for services referred to in sections 256 and 292.

Community services

90. The governing board may organize educational services other than those prescribed by the basic school regulation, including instructional services outside teaching periods during the school days of the school calendar or on non-school days, and may organize social, cultural or sports services.

Contracts

91. For the purposes of section 90, the governing board may, in the name of the school board and within the scope of the school's budget, contract with a person or body for the provision of goods or services. In addition, it may require a financial contribution from users of such goods and services.

Approval of proposals.

96.15. The principal is responsible for approving, on the proposal of the teachers or, in the case of matters referred to in subparagraph 5, of the members of the staff concerned and after consulting with the governing board in the case of proposals under subparagraph 3,

- 1) in accordance with the policies determined by the governing board, the local programs of studies developed to meet the special needs of students;
- 2) the criteria for the introduction of new instructional methods;
- 3) in accordance with this Act and in keeping with the school budget, the textbooks and instructional material required for the teaching of programs of studies;
- 4) the standards and procedures for the evaluation of student achievement in keeping with the prescriptions of the basic school regulation and subject to the examinations that may be imposed by the Minister or the school board;
- 5) the rules governing the placement of students and their promotion from one cycle to the other at the elementary level, subject to the rules prescribed by the basic school regulation.

Procedure.

The proposals of the teachers or the staff members under this section shall be made according to the procedure determined by the teachers or the staff members at general meetings called for that purpose by the principal or, failing that, according to the procedure determined by the principal.

Time limit.

A proposal of the teachers or the staff members concerning a subject referred to in this section must be made within 15 days after the proposal is requested by the principal, failing which the principal may act without such proposal.

Reasons.

If the principal does not approve a proposal of the teachers or the staff members, the principal shall give reasons, in writing, for the decision.

Approved textbooks

230. Every school board shall ensure that only the textbooks, instructional material or class of instructional material approved by the Minister are used by schools for the teaching of any program of studies established by the Minister.

Access to books and material

It shall also ensure that schools, in accordance with section 7, place at the disposal of the students, free of charge, the textbooks and instructional material used for the teaching of the programs of studies, and ensure that students have access, free of charge, to reference and reading material.

Powers

255. A school board may

- 1) through manpower training, technical assistance to enterprises and informational activities, contribute to the development and realization of technological innovation projects, to the implementation and dissemination of new technology and to regional development;
- 2) provide cultural, social, sports, scientific or community services;
- 3) take part, in keeping with Québec policy on Canadian intergovernmental affairs and international affairs, in the development and implementation of external cooperation programs in the fields under its jurisdiction.

Childcare

256. At the request of the governing board of a school, a school board must provide childcare for preschool and elementary school students, in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises.

Meals and lodging

257. A school board may arrange services to promote access to educational services, such as meals and lodging.

User contribution

258. The school board may hire staff and enter into agreements for the purposes of sections 255 to 257. In addition, it may require a financial contribution from users of the services it provides.

Cost of transportation

292. Student transportation provided by a school board before the beginning of classes and after the end of classes each day is free of charge. Where the transportation is provided under a contract with a public transit authority or with the holder of a bus transport permit, within the meaning of government regulation, the school board may claim from a student that portion of the cost of the transportation pass which corresponds to service in addition to service before the beginning of classes and after the end of classes each day.

Lunchtime service

A school board that provides student transportation at noon to allow students to have their meal at home may claim the cost thereof from the students who elect to use that service.

Supervision

Whether or not a school board provides transportation at noon to allow students to have their meal at home, it is required to ensure, in the manner agreed upon with the governing boards and on such financial conditions as it may determine, supervision of the students who stay at school.

APPENDIX 3

BUDGET CODES FOR SCHOOL FEES

Revenue or expense type	Revenue				Expenses			
	Unit	Fund	Act. Structure	Object	Unit	Fund	Act. Structure	Object
Non Non Supervision	***	3	23230	984	***	3	23230	162
Agenda	***	3	23220	982	***	3	23220	497
Workbook	***	3	1****	981	***	3	1****	405,891
Concentration	***	3	1****	980	***	3	1****	415,504,697,797
Students activity	***	3	1****	983	***	3	1****	415,504
Resale	***	3	1****	982	***	3	1****	498
Consumables	***	3	1****	989	***	3	1****	4**,5**,6**,7**
Printing consumables	***	3	21200	989	***	3	1****	416,590,595
Previous year	***	3	1****	988	-	-	-	-