



<b>Policy no. 2006-FR-03:</b>	<b>Policy on School Fees Charged to Parents – Youth Sector</b>
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<b>Origin:</b>	<b>Secretary General</b>	

*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 Scope

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 Legal Framework

- 3.1 Quebec Charter of Human Rights and Freedoms (CQLR, c. C-12)
- 3.2 Education Act (CQLR, c. I-13.3)
- 3.3 Basic school regulation for preschool, elementary and secondary education (CQLR, c. I-13.3, r. 8)
- 3.4 The Regulation established by the Ministère de l'Éducation et de l'Enseignement supérieur related to free education, the didactic materials required and the financial contributions required from parents for daycare services and transportation

## 4.0 Objectives

- 4.1 To ensure the right to public education and ensure equitable access to educational services.
- 4.2 To uphold the goal of universal free access to educational services, textbooks and other instructional materials required for teaching the programs of studies.
- 4.3 To maintain fees at the lowest possible level and to define when and where fees can be charged.
- 4.4 To adopt rules and procedures that will ensure transparency for parents in the determination of fees.
- 4.5 To provide for the harmonization of practices in the schools in setting and administering fees.
- 4.6 To define the roles and responsibilities of the school board, the school principal, the governing board, the students and the parents.
- 4.7 To identify the fees that may be charged to parents by the schools or by the school board.

## 5.0 Principles

School fees shall be established based on the following principles:

### 5.1 Accessibility and equity

All students have a right to equal opportunities to access quality, adapted and diversified educational services and related supplies, as well as a right to the lowest possible school fees. Access to free educational services as well as any activities organized by the school cannot be limited due to the non-payment of fees or the parents' inability to pay.

### 5.2 Right to free education

All fees charged to parents must respect the Education Act and the Regulation.

### 5.3 Transparency

School fees must be detailed, justified and reflect actual costs.

## 6.0 Guidelines

6.1 The right to free education applies to the following:

- All educational activities related to the basic programs of studies;
- All educational services offered during class time and throughout the calendar of school days, with the exception of those determined by regulation by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES);
- All complementary and special needs services offered in schools as prescribed in the Basic School Regulation;
- All textbooks and reference tools approved by the principal as per section 96.15 of the Education Act;
- The didactic materials required for implementing the basic programs of studies, approved by the principal as per section 96.15 of the Education Act, with the exception of documents on which students write, draw or cut;
- All administrative services and documents:
  - Admission and registration, opening of a student file pertaining to daycare services or extracurricular activities;
  - Delivery of a diploma, certification or attestation provided for in the Education Act or the Basic School Regulation;
- All academic exams including a retake of an exam as well as their corrections;
- Student transportation before the beginning of classes and after the end of classes each school day, with the exceptions outlined in the Transportation Policy.

6.2 Fees charged must be justified and reflect real costs.

6.3 Lists provided to parents must be detailed and indicate a description of the items with their actual costs.

6.4 Lists provided to parents must also include a list of textbooks and instructional materials provided free of charge together with their replacement costs.

6.5 The list must include mandatory fees only.

6.6 Fees charged must take into consideration the financial contributions that may be charged for other services.

6.7 No financial contribution may be requested for a service, an activity or material that can be financed as provided for in the budgetary rules established by the MEES. In addition, such financing must be deducted from the required financial contribution amount when this amount covers a portion of the incurred expenses.

6.8 Additional financial donations must be invoiced separately and clearly indicated as optional.

## **7.0 Responsibilities**

### **7.1 School Board**

- 7.1.1 Adopts, implements and monitors the policy;
- 7.1.2 Consults the management committee;
- 7.1.3 Consults the parents' committee;
- 7.1.4 Respect the competencies of the governing board;
- 7.1.5 Ensures that the provisions of the law are respected.

### **7.2 Principals**

- 7.2.1 Propose to the governing board for approval any financial contribution requested from the parents;
- 7.2.2 Propose a list of instructional materials which are not to be provided free of charge;
- 7.2.3 Ensure the relevance of the materials required;
- 7.2.4 Provide criteria of control to ensure the optimal use of instructional materials;
- 7.2.5 Ensure that at least 80% of the workbooks or activity books are used;
- 7.2.6 Ensure that requirements will be limited to what is essential and related to the program of study;
- 7.2.7 Ensure that the maximum annual charge for workbooks, activity books and other consumables are as indicated in Appendix 1;
- 7.2.8 Itemize all fees and specify the exact cost of each item, activity or service;
- 7.2.9 Ensure that the school board policy is respected.

### **7.3 Governing Board**

- 7.3.1 Takes into consideration the policy adopted by the school board;
- 7.3.2 Is consulted on the choice of textbooks and didactic materials required for delivering the programs of studies;
- 7.3.3 Based on the principal's proposal, approves any financial contribution requested from the parents and approves the principles for establishing such financial contributions;
- 7.3.4 Based on the principal's proposal, approves a list of school supplies which are not to be provided free of charge;
- 7.3.5 Approves the programming of educational activities proposed by the principal, which entails changes in the students' regular time of arrival and departure or which requires the students to leave school premises.

### **7.4 Parents**

- 7.4.1 Acquire the materials on the supply lists approved by the governing board, in a timely manner;
- 7.4.2 Pay the fees approved by the governing board within the deadlines set by the school.

### **7.5 Students**

- 7.5.1 Take good care of the property placed at their disposal and return it in good condition at the end of the school activities.

## 8.0 General Provisions

### 8.1 Goods and services that must be provided free of charge

- 8.1.1 Tools, machine tools, implements, chemical products and other scientific and technological equipment;
- 8.1.2 Balls, rackets and other physical education material;
- 8.1.3 Paints, pastels, clay and other visual arts material;
- 8.1.4 Reeds for wind instruments, flutes and other musical instruments;
- 8.1.5 Novels and storybooks as well as reference books such as dictionaries, grammar books, atlases, guides and encyclopedias, no matter the medium;
- 8.1.6 Photocopied material, reproductions subject to copyright such as sheet music and all other reprographic reproductions that replace or complete a textbook;
- 8.1.7 Pattern block kits, geometric solid kits, MAB chips, base ten block kits, dice, playing cards and other manipulative material;
- 8.1.8 Modelling dough, wood, plaster and other similar material;
- 8.1.9 Computers, laptops, tablets, technological apps, graphing calculators, head/earphones and other technological tools;
- 8.1.10 Hard hats, protective eye goggles, hairnets, lab coats and other protective equipment;
- 8.1.11 Sensory stimulation equipment for handicapped students and students with social maladjustments or learning disabilities.

#### **Specific provisions for goods and services provided free of charge:**

Maintenance of the above listed equipment must be free of charge.

If a student fails to take good care of the property placed at his disposal and to 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.

### 8.2 Goods and services that are not provided free of charge

- 8.2.1 Workbooks or activity books, including those using a medium based on information technology, and photocopies that students use for writing, drawing and cutting;
- 8.2.2 Notebooks, note pads, pouches, binders and dividers;
- 8.2.3 Basic calculators and scientific calculators;
- 8.2.4 USB sticks;
- 8.2.5 Rulers, protractors, squares, compasses and other geometry tools;
- 8.2.6 Highlighters, markers, pens, pencil sharpeners, scissors and glue;
- 8.2.7 Running shoes, dance clothes and shoes, aprons or smocks to protect clothes;
- 8.2.8 Uniforms, boots and other types of clothing required in vocational training;
- 8.2.9 Towels and blankets for nap time;
- 8.2.10 Locks.

### **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 data storage devices and uniform items that have been previously purchased and can be reused by the student are not required to be repurchased.

#### **8.3 Noon-hour supervision**

- 8.3.1 The 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.
- 8.3.2 The governing board is responsible for establishing the organization of services offered and determining fees charged.
- 8.3.3 Charges for this supervision shall be reasonable and based on actual costs.
- 8.3.4 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.
- 8.3.5 The school board must communicate its decision concerning the amount subsidized on an annual basis at the same time that it submits the budgetary parameters to the schools.
- 8.3.6 This service must be self-financing.
- 8.3.7 Fees may only be charged to students who stay at school at noon.
- 8.3.8 Parents must be informed of services offered.
- 8.3.9 The minimum and maximum ratios for supervision shall be as indicated in Appendix 1.

#### **8.4 Daycare**

- 8.4.1 At the request of the governing board of a school, the school board must provide childcare for preschool and elementary school students.
- 8.4.2 When registering, parents must be provided with a detail of the services offered, including hours of operation and costs.

#### **8.5 Community services**

- 8.5.1 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.
- 8.5.2 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 these services.

## 8.6 Activities

- 8.6.1 Fees may be charged for:
  - 8.6.1.1 Activities held off school grounds, including related transportation costs (e.g., field trips, overnight trips, tournaments, etc.);
  - 8.6.1.2 Activities offered with the participation of external service providers who are not employees of the school board (e.g., special guests, professional theatre plays, organizations offering a service, etc.);
- 8.6.2 Parents must be provided with the reason for as well as the details of the costs specific to an activity.
- 8.6.3 Fees charged must be kept to a minimum, be reasonable and reflect the actual costs incurred, and must exclude substitution costs and entrance fees for staff.
- 8.6.4 The Field Trip Policy must be respected.
- 8.6.5 The administrative guidelines on school fees must be respected.
- 8.6.6 The school must ensure that no student who demonstrates interest in an activity be excluded because of a lack of funds.

## 8.7 Transportation

- 8.7.1 As per section 292 of the Education Act and the Transportation Policy, student transportation must be provided free of charge before the beginning of classes and after the end of classes each school day with the exceptions outlined in the Transportation Policy.
- 8.7.2 Where transportation is provided under a contract with a public transit authority, the school board may claim from the student that portion of the cost of the transportation pass which corresponds to the service in addition to the service before the beginning of classes and after the end of classes each day.

## 8.8 Special Projects

The definition of special projects is outlined in the MEES Regulation on school fees. Such special projects must be approved by the governing board and may consist of:

- Programs recognized by the MEES
  - o Sport-études
  - o Arts-études
  - o International Baccalaureate (IB) programs
- Concentration projects (with additional credits and thus reducing credits in other compulsory subject areas in the Basic School Regulation)
- Profile projects (local programs of studies or pedagogical interventions related to a specific field of student interest)

Fees may be charged for the above listed programs as follows:

- 8.8.1 Participation in these programs must be optional.
- 8.8.2 Fees may be charged only to students who choose to participate.
- 8.8.3 Fees must be reasonable and not exceed the actual cost.
- 8.8.4 Specific materials needed for a special project that exceed the materials required for the delivery of the basic programs of studies.

## **9.0 Collection of School Fees**

Each school will follow the established procedures to collect school fees in an efficient and effective manner.

Each school will use the school SWLSB supplies template to establish their supply lists for students.

### ***EFFECTIVE DATE***

*This policy is in effect as of April 24, 2019. 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
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Secondary	Due to differences in size and physical organization, each school shall determine a ratio based on their own specific needs and particular circumstances.
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APPENDIX 2

BUDGET CODES FOR SCHOOL FEES

Revenue or expense type	Revenue				Expenses			
	Unit	Fund	Act. Structure	Object	Unit	Fund	Act. Structure	Object
Noon-hour 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
Student 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	-	-	-	-