



## ***Policy on Financial Contributions from Parents or Students***

### **1. Introduction**

As part of its general functions, and as established by section 212.1 of the Education Act (“EA”), the School Board must adopt a policy on the financial contributions that schools and vocational education centers may request from parents or students for:

- documents in which students write, draw or cut out (section 7(2) EA);
- pencils, paper and other objects of a like nature (section 7(3) EA);
- childcare for preschool and elementary school students (section 256 EA); and
- the cost of transportation at noon and noon-hour supervision (section 292 EA).

### **2. Purpose of the policy**

This policy describes the roles and responsibilities of the School Board, school/centre administrators, governing boards, parents and students.

The policy describes the elements that must be taken into account before financial contributions are requested from parents or students as well as the types of material or services for which fees can be charged.

### **3. Principles**

The principle of the right of access to free public education, funded through tax dollars contributed by all members of society, must be respected in considering which fees should be charged to parents or students. **Such fees should reflect the actual cost of an item or a service.**

### **4. Responsibilities**

**4.1 The School Board** – develops, implements and monitors the policy and ensures that the provisions of the law are respected. The School Board also consults the Parents’ Committee on the policy.

**4.2 The School/Centre Administrator** - presents a proposal to the governing board to allow its members to establish the principles for determining the cost of the documents mentioned in section 7(2) EA, as well as a list of objects mentioned in section 77.1(1) EA.

**4.3 The Governing Board** – establishes the principles for determining the cost of the documents mentioned in section 77.1(2) EA and approves a list of the objects mentioned in section 7(3) EA, this based on the school/centre administrator's proposal and after taking into consideration the present policy and the other

financial contributions that may be charged to parents or students for services referred to in sections 256 and 292 EA.

**4.4 Parents** – are responsible to pay the fees.

**4.5 Students** –are responsible for the material loaned to them. In the case of adult students attending a vocational education program, they are responsible to pay the fees.

## **5. Categories of Fees**

**5.1 Consumable fees** (section 7 EA) - are determined by the school/centre administrator, subject to the principles approved by the Governing Board and in accordance with the approved list of objects.

**5.2 Fees for special projects/programs/enrichment activities** – The Governing Board of a school may approve the fees necessary to offer special programs and projects that are part of the Educational Project of that school.

**5.3 Field Trip fees** - are determined in accordance with in the Field Trip Policy and Guidelines for Field Trips and Trips for Athletic Events. These fees are separate from consumable fees.

**5.4 Daycare fees (section 256 EA)** - are charged separately to parents, in accordance with the government's directives and School Board policies and guidelines.

**5.5 Noon-hour supervision fees (section 292 EA)** - are approved by Governing Boards of schools offering this program and charged separately to parents. They must be charged in accordance with School Board policies and guidelines.

**5.6 Noon-hour transportation fees (section 292 EA)** - can be charged to students according to the appropriate provisions of the Education Act and the Basic Guidelines for the Transportation of Students.

**5.7 Optional fees** - are not compulsory and a student is not obliged to participate in an optional activity. Therefore, it is understood that the products and/or service may not be provided to the student. These fees are separate from the consumable fees.

**Excerpt from the Education Act**  
*R.S.Q., chapter I-13.3*

**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.*

**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.*

**Financial contributions.**

**212.1.** *After consulting with the parents' committee, the school board shall adopt a policy on the financial contributions that may be made for the documents and objects mentioned in the second and third paragraphs of section 7, or that may be claimed for services referred to in sections 256 and 292.*

**Policy.**

*This policy must respect the powers of the governing board and promote accessibility to the educational services provided for in this Act and prescribed by the basic regulations established by the Government.*

**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.*

**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.*