



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY CONCERNING FEES CHARGED TO
PARENTS AND ADULT STUDENTS**

(Adopted May 12, 2006)

(Revised: May 15, 2015)

POLICY

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. GLOSSARY

Educational activity	Structured, teacher-directed activity which takes place within the school: carried out during class time and includes follow-up activities. Participation is compulsory. Parents are not expected to finance these activities.
Educational/Cultural Outing	<p>Structured activities which take place outside the school upon authorisation of the Governing Board: carried out during class time and include follow-up activities. Parents are expected to finance these activities.</p> <p>Participation in outings is optional: the school must provide cost-free, comparable activities for families that choose not to have their child participate.</p>
Community Services	<p>According to the MELS document Fees Charged to Parents, the Education Act lists in the subdivision entitled "Functions and powers relating to community services" the following non-educational services that school boards may provide (sections 255 to 258):</p> <ul style="list-style-type: none">• cultural, social, sports, scientific or community services, participation in international agreements in fields within their area of competence (often referred to as 'extracurricular activities')• childcare - or daycare - services in schools <p>Participation is always optional. Parents are expected to finance these activities.</p>
Noon-Hour Supervision	Section 292 of the EA states that 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 by the governing boards and on such financial conditions as it may determine, supervision of the students who stay at school. Parents are expected to finance noon-hour supervision.
Resale Fees	The cost charged by the school, to the parents, for documents in which the students write, draw or cut out (note: the Education Act - Section 7 - does not define these items as 'free'). The details for resale costs must be approved by the Governing Board and provided to the parents at the onset of the year.
School Supplies List	The cost parents are expected to defray for pencils, paper and other objects of a like nature (the Education Act - Section 7 - does not define these items as 'free'). A list must be approved by the Governing Board and provided to the parents prior to the school year.



2. PURPOSE

To provide a framework concerning fees charged to parents and adult students for goods and services received in the schools and the adult and vocational centre and to define the roles of the various partners in the school and the School Board.

3. TO WHOM DOES THIS POLICY APPLY

This policy is applicable to the schools and Centre of the Central Québec School Board.

4. BASIC PRINCIPLES

- 4.1 The School Board will provide access to the free educational services offered in the schools and Centre as prescribed by the Education Act.
- 4.2 The schools and Centre will require financial contributions, from parents and adult students that are justified, reasonable and based on the actual cost, including net taxes and delivery charges, of the goods or services rendered and will not make a profit from these contributions.
- 4.3 Noon-hour supervision and daycare must be auto financed by the parents.
- 4.4 The School Board will determine a clear definition of the goods and services for which parents and adult students may be charged and those for which charges may not be levied.
- 4.5 The schools and Centre will inform parents and adult students of which goods and services are compulsory and which are optional.
- 4.6 The schools and Centre will apply standardized payment and collection procedures as defined below.



5. RESPONSIBILITIES

5.1 School Board

The School Board adopts a policy concerning fees charged to parents and adult students that will define free access to compulsory educational services, as well as fees for childcare, noon hour supervision, educational and cultural outings, extracurricular activities, resale fees and fees related to the loss or destruction of goods supplied by the schools and centre.

The School Board's policy will respect the jurisdiction of the governing board and will ensure that the principles established by governing boards adhere to relevant legislation and to the school board's policy.

5.2 Governing Boards

Based on the principles set out in this policy, governing boards will:

- a) establish the principles governing the cost of documents, objects and services for which a financial contribution is required from parents and adult students.
- b) approve the list, proposed by the school or Centre principal, of material such as pencils, paper and other objects of like nature that parents and adult students are required to purchase.
- c) establish the principles governing other types of fees such as the organization of student activities.
- d) determine the hourly rate for sporadic users of childcare services.
- e) determine the fees for noon hour supervision.

5.3 Principals of the Schools and Centre

School and Centre principals will take into consideration the school's budget as adopted by the governing board and approved by the School Board when approving instructional material that must be supplied free of charge. The principal will also take into consideration the lists of teaching material and textbooks that is approved by the Minister.

When approving the list of teaching material that is not free of charge, the school and centre principals must take into consideration the principles established by Section 7 of the Education Act and the governing board.

Principals prepare proposals for presentation to the governing board after consultation with the staff.



6. GOODS THAT MUST BY PROVIDED FREE OF CHARGE

The following goods must be supplied free of charge by the schools and Centre:

- a) The textbooks and teaching material ¹ required for teaching. However, the vocational centre may impose a charge for adult students for textbooks and teaching material, taking into account grants received from the MELS through the annual budgetary rules.
- b) Basic materials required for the teaching of programs of study. Fees may be charged if the student takes the finished product home. (i.e. introduction to technology or home economics).
- c) Information guides and photocopies of information documents for students and parents.
- d) Reference books and reading materials that remain the property of the school.
- e) Photocopies of materials in which students are not required to write.
- f) Photocopies of works subject to copyright.
- g) Musical instruments, with the exception of those instruments or parts of instruments that cannot be shared with another student for reasons of hygiene.
- h) Sheet music.
- i) Safety equipment required for any vocational education program.
- j) Any other object similar to the above.

N.B. Schools and Centre that impose deposits for textbooks, locks, calculators, musical instruments or other similar objects must ensure that the amount charged is reasonable (percentage of the replacement cost of the item) and returned at the end of the school year.

7. SERVICES THAT MUST BE SUPPLIED FREE OF CHARGE

The following services must be provided to students free of charge:

- a) Compulsory complementary education activities that take place within the context of regular school activities.
- b) Changes to schedule.
- c) Information sent to parents (by mail) (i.e. report cards, newsletters, program information).
- d) Upkeep of musical instruments.
- e) Any other service similar to the above.

N.B. No fees may be charged for the admission/registration of a student. However, fees may be charged if an evaluation is required for a student wishing to register in a special project.

¹ Teaching material includes all pedagogical tools designed to support teaching and learning (manuals, class notes, apparatuses, objects, documents, maps, audio-visual and laboratory equipment and material). This also includes information technologies material (computers, peripheral equipment and software).



8. GOODS FOR WHICH PARENTS AND ADULTS STUDENTS MAY BE CHARGED

Fees may be charged to parents and adult students for the following goods:

- a) Documents in which students write, draw or cut out, such as workbooks, notebooks.

N.B. Fees charged for workbooks must be the same for each class at the same level in an elementary school and for each class in a specific subject area in a secondary school, unless a class is part of a special program. Principals and teachers must ensure that workbooks are used at least 80%.

- b) Teacher/school generated teaching materials.
- c) On-line educational sites for which a paid subscription is required
- d) Pencils, crayons and other similar objects such as rules, erasers, glue, etc.
- e) Recorders, reeds and mouth-pieces for musical instruments.
- f) Digital storage devices and Batteries, compact disks, USB keys and other similar accessories.
- g) Calculators (secondary level only)
- h) Locks for lockers.
- i) Any other object similar to the above.

N.B. Schools that impose deposits for textbooks, locks, calculators, musical instruments or other similar objects must ensure that the amount charged is reasonable and returned at the end of the school year.

Schools may not impose products from a specific company.

9. SERVICES NOT SUPPLIED FREE OF CHARGE

The following services are not supplied free of charge by the schools and Centre:

- a) Extra-curricular activities taking place either in or out of school. The governing board approves of the activity if students are required to leave school premises or if the activity requires students to be present at the school outside of regular hours. The principal determines the cost of the activity in consultation with the teachers.
- b) Summer school courses. The cost for summer courses is determined by the School Board.
- c) Childcare. The Government determines the cost for regular users and the governing board accepts costs for occasional users based on the recommendation of the school principal and the childcare committee, if there is one.
- d) Noon-hour supervision.
- e) Noon-hour transportation. In the rare cases where noon hour transportation exists, the French school board providing the service determines the cost. The Central Québec School Board does not offer noon hour transportation.
- f) Any other service similar to the above.



10. COSTS FOR SPECIAL PROGRAMS SUCH AS SPORTS/ARTS *ÉTUDES*

The costs associated with special programs such as sports/arts *études* are to be borne by the parents. The school must ensure that cost-free alternatives are offered as well.

11. PROVISIONS FOR COSTS DUE TO LOSS, VANDALISM, THEFT OR DAMAGE

Students are responsible for the material loaned to them (Education Act 18.2).

a) Costs for electronic equipment and software

When specialized computer equipment such as lap-tops, I-pads, etc. are loaned to a child on a long-term basis:

- Parents are not required to pay a fee for electronic equipment and software
- Parents will be required to sign a liability agreement stating that the equipment is the property of the Central Québec School Board (CQSB).
- If equipment is lost, stolen or damaged, it is the parent's responsibility to defray the replacement costs. The item will not be replaced by CQSB.
- Equipment or software that is no longer compatible or out-of-date may be replaced when appropriate.
- In the case of equipment to help students with diagnosed learning problems, should the child move to another school board within the province, the technology becomes the property of the new school board.
- CQSB is responsible for transferring the equipment to the new school board upon request, so materials must be returned to the Board Office.
- If the child transfers outside the province or to a private institution however, the technology must be returned to CQSB to be used by another student.
- The school principal or its delegate must inventory each item that is loaned to students and verify its continued use and condition at the end of every school year. If the item is still being used by a child, the School Board simply makes note of it. If the item is no longer in use, CQSB reclaims the item and when appropriate, provides another child with the used item.

b) Replacement of Lost or Damaged School Property

If a library book, classroom textbook or other school property is lost, stolen or damaged above and beyond normal wear and tear (*), it is the parent's or the adult student's responsibility to defray the replacement costs.

() if a child breaks or damages school property being used by another child, the parents of the child who broke or damaged the property are responsible for replacing that property.*



12. PAYMENT AND COLLECTION PROCEDURES

- 12.1 The schools and Centre will provide a detailed invoice of materials and/or service rendered.
- 12.2 Payment procedures will be implemented as outlined in the School Board's *Internal Guidelines Concerning Fees Requested From Parents and Procedures for the Collection of Outstanding Fees*.
- 12.3 Families/students requiring financial assistance may use the financial assistance form found on the School Board's Web site. They can also get a form from the school secretary or (in the Québec City area) they can make a request with Jeffery-Hale Community Services. These families will be asked to contribute as much as they can but will not be subject to the collection of fees not paid.
- 12.4 In the case of families/students who refuse to pay or to provide the financial assistance forms, collection procedures will be instituted.
- 12.5 In the case of parents who do not pay fees for childcare, access to services will be withdrawn until such time as payment is made.
- 12.6 In the case of all other fees not paid, a school or Centre may not withhold materials, educational outings, report cards or any other service in lieu of payment.
- 12.7 Resources for families and adult students requiring financial assistance are available in every community.

13. Date effective

This policy comes into force on May 15, 2015 and will be reviewed as necessary to ensure its conformity to legislation.



APPENDIX

Legal references

1. The Education Act (R.S.Q. ch. I-13.3)

The right to a free education

Every person is entitled to the preschool education services and elementary and secondary school instructional services provided for by this Act. [...] Every person is also entitled to other educational services, student services and special educational services provided for by this Act [...]. (Section 1)

Every person no longer subject to compulsory school attendance is entitled to the educational services prescribed by the basic regulations [...]. (Section 2)

The educational services provided for by this Act and prescribed by the basic school regulation shall be provided free to every resident of Québec. Literacy services and the other learning services prescribed by the basic adult general education regulation shall be provided free to residents of Québec. The educational services prescribed by the basic vocational training regulation shall be provided free to every resident of Québec. (sec. 3)

The educational services provided for by this Act and prescribed by the basic school regulation [...] shall be provided free to every resident of Québec entitled thereto under section 1. Literacy services and the other learning services prescribed by the basic school regulation for adult education shall be provided free to residents of Québec contemplated in section 2 [...]. The educational services prescribed by the basic vocational training regulation shall be provided free to every resident of Québec [...].(Section 3)

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 [...].The right of free use does not extend to documents in which students write, draw or cut out. Instructional material does not include pencils, paper and other objects of a like nature. [...].(Section 7)

Every student shall take good care of the property placed at his disposal and return it at the end of the school activities. 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. (Section 18.2)

The School Board's responsibilities

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. 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. (Section 212.1)



The school board will 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. (230)

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. (Chapter V, Division VI, Section 256)

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

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. (Section 258)

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. 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. 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. (Section 292) Section 292 does not apply to the transportation of persons enrolled in adult education. A school board that provides transportation to persons enrolled in adult education may claim the cost thereof from the users of such service. (Section 293)

The governing board's responsibilities

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. The governing board shall also approve, on the principal's proposal, a list of the objects mentioned in the third paragraph of section 7. 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. (Section 77.1)

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. It may also allow other persons or organizations to organize such services on school premises. (Section 90)



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. (Section 91)

Parents' Committee

The parents' committee shall be consulted on [...] the financial contributions policy adopted under section 212.1. (Section 193)

2. The Basic School Regulation for Preschool, Elementary and Secondary Education

In addition to the right of personal use of school textbooks in accordance with section 7 of the Education Act (chapter I-13.3), elementary or secondary students shall have access to the instructional material selected in accordance with the Act for their programs of studies. Children in preschool education shall have access to the instructional material required by the programs of activities provided for them. (Section 21)

3. The Basic Vocational Training Regulation

Persons enrolled in a vocational training centre shall have access to the textbooks and instructional material selected in accordance with the Act for their vocational training programs. Persons referred to in section 1 of the Education Act (chapter I-13.3) shall be provided with the textbook selected, in accordance with the Act, for every compulsory and elective subject taken in general education concurrently with their vocational training. (Section 16)

4. The Charter of Rights and Freedoms of Québec

Every person has a right, to the extent and according to the standards provided for by law, to free public education. (Section 40)

