



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, May 15, 2015 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:	Isabel Béland Stephen Burke Heather Clibbon Sara Downs Christian Falle Debbie Ford-Caron Chantal Guay Wyna Marois Esther Paradis Stephen Pigeon Patsy Poulin Jean Robert Jo-Ann Toulouse Aline Visser	Parent Commissioner Chairman Commissioner Commissioner Parent Commissioner Commissioner Commissioner Commissioner Commissioner Director General Parent Commissioner Vice-Chairman Commissioner Commissioner
Absent:	Kevin Jack Stephen Nellis Jo Rosenhek	Commissioner Parent Commissioner Commissioner
In attendance:	Laurent Després Patti L. Moore Melanie Simard	Director of Financial Services, Buildings and Equipment Secretary General Executive Secretary

15-05.01 Call to Order

The Chairman called the meeting to order at 7:11 p.m.

15-05.02 Approval of the Agenda

It was MOVED by C. Guay, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

15-05.03 Public Question Period

No public was present.

15-05.04 Question Period for Students

No students were present.

15-05.05 **Correspondence from Students**

No correspondence was received.

15-05.06 **Approval of the minutes of the regular meeting held on April 17, 2015**

It was MOVED by D. Ford-Caron, SECONDED by A. Visser and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Friday, April 17, 2015 be accepted as circulated.

S. Burke abstained from voting.

15-05.07 **Approval of the minutes of the special meeting held on April 27, 2015**

It was MOVED by A. Visser, SECONDED by W. Marois and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Monday, April 27, 2015 be accepted as circulated.

E. Paradis and S. Burke abstained from voting.

15-05.08 **Business arising from the minutes**

There was no business arising from the minutes.

15-05.09 **Report from the Chairman**

The Chairman had sent a report to commissioners that addressed the following:

- Agenda Meeting - May 4th, 2015
- Portneuf Elementary School Extension Inauguration - May 5th, 2015
- Director General's Evaluation Committee - May 5th, 2015
- QESBA meetings - May 8th, 2015
- Letter to Minister Blais

15-05.10 **Director General's Report**

The Director General addressed the Council on the following items:

- a) Up-date on Strategic Planning
- b) Negotiations
- c) Major Renovation Projects
- d) Elementary Performing Arts Festival
- e) Inaugurations (Everest Elementary School and Portneuf Elementary School)
- f) Appointment of a Principal: Holland Elementary School
 - i. Nomination on April 24th, 2015: Mr. Frédérick Grégoire.

15-05.10

Director General's Report (continued)

- g) Labour Relations Committees
 - i) Senior Staff of Service – Directors, Coordinators and Management Staff
 - ii) Senior Staff of Schools and Centre – Principals
 - iii) Teachers
 - iv) Professionals
 - v) Support Staff

15-05.11

New Business

a) Presentation of Budgetary Rules and Parameters

The budgetary rules and parameters had not been received at the time of the meeting.

b) By-Law Regarding the Day, Time and Place of Regular Meetings (deposit)

The following resolution was deposited and discussed. It will be presented for adoption at the June 19, 2015 meeting once public notice is given.

WHEREAS section 162 of the Education Act indicates that the Council of Commissioners must adopt a by-law concerning the day, time and place of its regular meetings;

WHEREAS section 392 of the Education Act stipulates that public notice must be given before the adoption of a by-law;

BE IT RESOLVED; THAT pursuant to article 162 of the Education Act, for the 2015-2016 school year regular meetings of the Council of Commissioners be held at 7:00 p.m. at the Board Office on the dates indicated below:

- Wednesday, August 19, 2015
- Wednesday, September 23, 2015
- Wednesday October 14, 2015
- Wednesday, November 18, 2015
- Wednesday, December 16, 2015
- Wednesday, January 20, 2016
- Wednesday, February 17, 2016
- Wednesday, March 16, 2016
- Wednesday, April 13, 2016
- Friday, May 20, 2016
- Wednesday, June 15, 2016

New Business (continued)c) By-Law Concerning the Delegation of Certain Functions and Certain Powers of the Council of Commissioners to the Director General (deposit)

The following resolution was deposited and discussed. It will be presented for adoption at the June 19, 2015 meeting once public notice is given.

WHEREAS *An Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises* (referred to as the LGCE), dated December 5, 2014, came into force on January 1, 2015;

WHEREAS the changes engendered by the adoption of this law would affect the delegation of functions and powers regarding service contracts at the Central Québec School Board;

WHEREAS article 16 of this law establishes that the conclusion of any service contracts by a public body must be authorized by its chief executive officer (Council of Commissioners);

WHEREAS the Council of Commissioners may delegate its power in whole or in part to the Director General;

BE IT RESOLVED; THAT in order to ensure the effective and efficient functioning of the School Boards regarding its day-to-day operations within the delegation of spending power over service contracts, that the Council of Commissioner adopt a By-law concerning the delegation of certain functions and certain powers of the council of commissioners to the director general in connection with *An act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises*, which would stipulate:

- That the Council of Commissioners retains the authority to approve service contracts over \$10,000 in the case of a natural person and over \$25,000 in all other cases;
- That the Council of Commissioners delegates to the Director General the duties and powers to authorize the conclusion of any service contracts under \$10,000 in the case of a natural person and under \$25,000 in all other cases;
- That the Council of Commissioners authorizes the Director General to delegate to the directors of service, the duties and powers to authorize the conclusion of any service contracts under \$5,000 in the case of a natural person and under \$9,999 in all other cases;
- THAT the Council of Commissioners authorizes the Director General to delegate to the school principals, the duties and powers to authorize the conclusion of any service contracts under \$2,500 in the case of a natural person and under \$2,500 in all other cases.

New Business (continued)d) Policy Concerning Fees Charged to Parents and Adult Students (adoption)

WHEREAS the last Central Québec School Board Policy Concerning Fees Charged to Parents and Adult Students dates from May 2006;

WHEREAS a committee was formed of two school principals, the Central Québec Financial Officer and the department director to propose the necessary changes;

WHEREAS a proposed revised version was deposited at the January 21st, 2015 regular meeting of the Council of Commissioners;

WHEREAS the unions and associations, the Parents Committee and the Central Québec School Board department directors were consulted and their proposed changes incorporated into the document accordingly;

WHEREAS the Administrative Council has carefully considered all suggestions and made its recommendations accordingly;

It was MOVED by S. Downs, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the revised Policy Concerning Fees Charged to Parents and Adult Students as presented in **Appendix 1**; and

THAT a copy of the previous policy, as well as the revised version, be transferred to the Central Québec School Board Archives.

e) COSB Transportation Policy (adoption)

WHEREAS the Central Québec School Board Transportation Policy has not been completely revised since 2006;

WHEREAS the Québec City population, in particular, has grown considerably and as a result, traffic issues (including, most specifically, time spent on the buses) have become an increasing challenge;

WHEREAS in 2013-2014, the Transportation Advisory Committee recommended a change to section 9 (Requests for Changes to Bus Routes) stating that requests for temporary changes to bus routes will no longer be considered;

WHEREAS in the current year, a major change to *Réseau de transport de la Capitale* (RTC) services in the Shannon area made it necessary to modify section 4.3 (Eligibility Criteria - High School Students) to reflect the fact that the Central Québec School Board cannot cover the costs of transportation in areas where no RTC services are provided;

New Business (continued)e) COSB Transportation Policy (adoption) (continued)

WHEREAS the Central Québec School Board Transportation Department has made a number of changes, supported by the Transportation Advisory Committee;

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the proposed changes to the Central Québec School Board Transportation Policy as presented in **Appendix 2**; and

THAT a copy of the previous policy, as well as the revised version, be transferred to the Central Québec School Board Archives.

f) Recommendation by the Riverside Ad Hoc Committee

WHEREAS the Central Québec School Board Council of Commissioners, at the November 14, 2014 regular Council of Commissioners meeting, approved the formation of an ad hoc committee to study the possibility of a reorganization of services for Riverside Regional Elementary School and Riverside Regional High School students; to formulate recommendations to the Council in this regard and to bring related modifications to the Deeds of Establishment of both schools as well as related modifications to the Three-Year Plan;

WHEREAS a consultation timeline was created and adhered to according to the Education Act and according to the Central Québec School Board *Policy Concerning the Modification or Revocation of a Deed of Establishment*;

WHEREAS a public consultation took place in Jonquière on February 25, 2015;

WHEREAS other consultations took place, namely with members of the Governing Boards of Riverside Regional Elementary School (RRES) and Riverside Regional High School, Principals of RRES and RRHS, Professionals, Support Staff, Teaching Personnel, representatives from all Unions and Associations as well as representatives of current organizations renting space at Riverside Regional High School;

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners authorize the reorganization of services between Riverside Regional Elementary School (RRES) and Riverside Regional High School (RRHS) to take place between now and July 1st, 2016 as per the modifications being proposed to the Deeds of Establishment and the Three-Year Plan.

New Business (continued)g) Request for the Revocation and Modification of a Three-Year Plan for the Destination of Immovables and Deed of Establishment

WHEREAS the Central Québec School Board Council of Commissioners, at the November 14, 2014 regular Council of Commissioners meeting, approved the formation of an ad hoc committee to study the possibility of a reorganization of services for Riverside Regional Elementary School and Riverside Regional High School students; to formulate recommendations to the Council in this regard and to bring related modifications to the Deeds of Establishment of both schools as well as related modifications to the Three-Year Plan;

WHEREAS a consultation timeline was created and adhered to according to the Central Québec School Board *Policy Concerning the Modification or Revocation of a Deed of Establishment*;

WHEREAS a public consultation took place in Jonquière February 25th, 2015;

WHEREAS other consultations took place, namely with members of the Governing Boards of Riverside Regional Elementary School (RRES) and Riverside Regional High School (RRHS), Principals of RRES and RRHS, Professionals, Support Staff, Teaching Personnel, representatives from all Unions and Associations as well as representatives of current organizations renting space at Riverside Regional High School;

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT as of July 1st, 2016, the Central Québec School Board Council of Commissioners authorizes the closure of Riverside Regional Elementary School and proposes the revocation of the Deed of Establishment School (Building codes {881 020} and on 1782, rue Neilson); and

THAT as of July 1st, 2016, the Central Québec School Board Council of Commissioners authorizes the modification of the Deed of Establishment for Riverside Regional High School (Building codes {881 018} and {881 019} on 1770, rue Joule); and

THAT the Central Québec School Board Council of Commissioners authorizes the grouping, under one Deed of Establishment, of Riverside Regional Elementary School (RRES) and Riverside Regional High School (RRHS) to form one single institution consisting of two buildings, both on rue Joule and separated by an underground tunnel; and

THAT they re-assign the existing building codes {881 018} and {881 019} to the new school as of July 1st, 2016.

New Business (continued)h) Request to Proceed with the Sale of Riverside Regional Elementary School Building

WHEREAS resolution 15-05.11 f) signifies the Central Québec School Board's intention to close Riverside Regional Elementary School and to merge services from Kindergarten to Secondary V into one school comprised of two side-by-side buildings;

WHEREAS resolution 15-05.11 g) signifies that the Central Québec School Board's three-year plan for the allocation and destination of immovables of 2014-2017 indicates the closure of the Riverside Regional Elementary School building as of July 1st, 2016;

WHEREAS the Central Québec School Board wishes to make available Riverside Regional Elementary School and related land;

It was MOVED by D. Ford-Caron, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the School Board will first offers its local partners to acquire this building with the land thereto, namely: *Commission scolaire De La Jonquière*, the *Centre de Santé et de Services Sociaux de Jonquière*, the *MRC du Fjord-du-Saguenay*, the *Centre local de développement de la ville de Saguenay*, and the following municipalities: Chicoutimi, La Baie, Laterrière, Lac-Kénogami, Shipshaw and Canton-Tremblay; and

THAT, secondly, in the event that none of the partners mentioned in the preceding paragraph has indicated its interest to acquire these buildings, a request be made to the *ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* authorizing the School Board to proceed with the alienation of such property by public tender.

i) Hiring of a General Contractor: Mauricie English Elementary School - brickwork and glass blocks

WHEREAS the Central Québec School Board had reserved part of the *Maintien des bâtiments* budget to repair the Mauricie English Elementary School brickwork and replace the glass blocks;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on March 30, 2015 and tenders were opened on April 23, 2015;

WHEREAS the lowest tender meets the requirements and specifications of the project;

New Business (continued)

- i) Hiring of a General Contractor: Mauricie English Elementary School - brickwork and glass blocks (continued)

It was MOVED by S. Downs, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the Mauricie English Elementary School repairs (1241, rue Nicolas-Perrot, Trois-Rivières, QC G9A 1C2) as submitted by A Plus Construction, (2750, rue de la Sidbec Nord, Trois-Rivières, QC G8Z 4E1) in the amount of \$387,246.52 (*taxes not included*); and

THAT the Director General be authorized to sign the contract on behalf of the School Board.

- j) Hiring of a General Contractor: St. Patrick's High School - windows

WHEREAS the Central Québec School Board had reserved part of the *Maintien des bâtiments* budget to ensure the partial replacement of windows, doors and steel frames for St. Patrick's High School;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on April 8, 2015 and tenders were opened on April 29, 2015;

WHEREAS the lowest tender meets the requirements and specifications of the project;

It was MOVED by E. Paradis, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the St. Patrick's High School window repairs (75, rue Maisonneuve, Québec, QC G1R 2C4) as submitted by Menuiserie Sans Nœud inc., (29, route 271, St-Jacques-de-Leeds, QC G0N 1J0) in the amount of \$114,473.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

- k) Declaration of Excess and Surplus Personnel

The declaration of excess and surplus personnel was discussed and accepted by the Council of Commissioners, no resolution is needed for this item.

15-05.12

Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on April 11, 2015. I. Béland made a report on this meeting. A meeting is scheduled to be held on June 6, 2015.

c) Special Needs Advisory Committee

A meeting was held on April 20, 2015. No report was made.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

A meeting was held on May 5, 2015. S. Burke made a report on this meeting.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held. A meeting is scheduled to be held on June 1, 2015.

i) Riverside Schools Ad Hoc Committee

No meeting was held.

15-05.13

Quebec English School Boards Association

a) Report from the Board of Directors

No report was made.

15-05.13 **Quebec English School Boards Association (continued)**

b) Reports from the Committees

No report was made.

15-05.14 **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Friday, June 19th, 2015 at 7:00 p.m.

15-05.15 **Question period**

a) Public

No public was present.

b) Commissioners

J. Robert congratulated Mr. Stephen Burke on all the hard work he put into the sixth edition of *Le Défilé de la Saint-Patrick de Québec* as President.

15-05.16 **In-camera session**

No in-camera session was held.

15-05.17 **Adjournment**

The meeting was ADJOURNED at 8:30 p.m. on a MOTION by H. Clibbon, SECONDED by W. Marois

Patti L. Moore
Secretary General

Stephen Burke
Chairman

Approved on June 19, 2015.



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)





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

TRANSPORTATION POLICY

(Adopted April 23, 1999)
(Revised: January 22, 2003, June 20, 2003, June 17, 2005,
October 17, 2008, August 20, 2010,
April 15, 2011, August 19, 2011, May 15, 2015)

This policy applies to those students for whom the Central Québec School Board organises transportation. That is, those students who reside and attend schools situated in the Québec City region, those students attending Riverside Regional Schools who reside in Alma, Chicoutimi, Chicoutimi-nord, Bagotville, La Baie, Laterrière, St-Honoré and Falardeau, students attending MacLean Memorial School, and some students attending Dollard-des-Ormeaux School, St. Patrick Elementary and A.S. Johnson Memorial High Schools in Thetford Mines.

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. TITLE

Central Québec School Board Transportation Policy

2. MISSION STATEMENT

Purpose

Institute policy and guidelines governing the organizational structure of school bus transportation provided by the Central Québec School Board.

Ensure quality, equitable, time-efficient and safe transportation services to the student population under the jurisdiction of the Central Québec School Board.

Establish a reference document to facilitate management of transportation services.

This policy is established in accordance with:

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

Ministry of Education budgetary rules governing school bus transportation; and

The Regulation respecting student transportation (C.I-13.3.r7)

3. DEFINITIONS

School Board

Designates the Central Québec School Board.

School Board's Web Site

www.cqsb.qc.ca under Administrative Services.

Transport Department

The School Board's Transport Department.

Permanent Address

Legal and permanent place of residence of the mother and/or father of a student, the parent that has lawful custody or the legal guardian.

Second Address

Second address determined by the parent, usually the address of the child's after-school daycare. The second address can be used as the regular pick-up and drop-off point.

A maximum of two pick-up and drop-off points per household will be accepted as long as they fall within the catchment area determined for the school.

The form in Appendix 8 must be used when requesting transportation from an address that is different from the permanent address. The form is also available on the School Board's web site.

Catchment areas (Quebec City elementary schools only)



Territorial limits for each elementary school defined by the School Board (see Appendix 1).

Bus route

A school bus transportation route on a recognised public road, which has been planned and authorised by the Central Québec Transportation Department.

Residence-bus stop distances

Walking distance on public roads between the student's residence and the pick-up and drop-off points designated by the School Board.

Bus stop

Pick-up and drop-off point determined by the Transport Department on a given route.

User

Student eligible for school bus transportation services in conformity with the present transportation policy.

RTC

Réseau de transport de la Capitale.

STS

Société de transport du Saguenay

Transporter

Person or company with whom the School Board enters into a contract to provide transportation.

Danger zone (See section 5.4)

A danger zone is deemed to be a designated area that presents a risk to the safety of pedestrians, constitutes the only possible route to the school (in the case of students living within the established walking distances for purposes of eligibility for school bus transportation) and will be evaluated according to certain factors including:

- Number of lanes of traffic;
- Volume and speed of traffic;
- Presence of stop signs, lights, crossing guards, etc.;
- Presence of sidewalks;
- Presence of railroad tracks.



4. ELIGIBILITY CRITERIA FOR SCHOOL BUS TRANSPORTATION

For kindergarten and elementary students in the Québec City region, transportation will be provided as indicated above within the catchment area established for each school as in Appendix 1 and within the established transportation territories only (see section 4.4).

For students attending MacLean Memorial, Riverside Regional Elementary and High, St. Patrick Elementary and A.S. Johnson Memorial High, and Dollard-des-Ormeaux School, transportation will be provided as in Appendix 1 and within the established transportation territories only (see * in section 4.4).

4.1 In-School Early Childhood Program (this section applies only in the Québec City region)

Students registered in pre-kindergarten in the school located in their catchment area may be provided with transportation at the discretion of the School Board based on the following:

- a) availability of seats on the bus;
- b) an older sibling attending the same school and taking the bus;
- c) a pick-up point that in no way modifies or lengthens a given bus route;
- d) compliance with rules of conduct and code of behaviour;
- e) the child is at least 4 years old.

4.2 Kindergarten and Elementary (catchment areas apply only to schools in the Québec City region)

Kindergarten students whose place of residence within the catchment area is more than 0.8 km from the school.

Elementary students whose place of residence within the catchment area is more than 1.6 km from the school.

Kindergarten and elementary students who live within walking distance of their school but who must walk in a designated danger zone will be entitled to school bus transportation.

Elementary students living within walking distance of their school, who have a sibling in kindergarten who is already on the bus, may be allowed to travel by school bus, subject to a charge to be determined annually by the Transport Department, as long as there is space available on the bus.

Apart from exceptional cases, elementary students will not be required to travel on municipal buses.



4.3 High School

All secondary students registered in schools under the jurisdiction of the Central Québec School Board whose place of residence is more than 2 km from the nearest school.

Secondary students registered in high schools under the jurisdiction of the Central Québec School Board are not eligible for school bus transportation and shall use the public transportation network.

Secondary students who reside in an area where there is no RTC or STS service and who choose to go to a school for which there is no existing yellow bus transportation will not be provided transportation services.

In exceptional circumstances, school bus transportation may be provided to high school students on school buses that already go to the high schools, have stops where municipal transportation is available and have seats available. Service will only be provided from existing bus stops and must be requested annually. See Appendix 10 of the Transport Policy for the request form. The form is also available on the School Board's web site.

An annual fee to be recommended to the Council of Commissioners by the Transport Advisory Committee will be charged for each student.

In the event that a seat is required for an elementary student, the oldest high school student will be required to resume use of the RTC transportation.

Students must adhere to the School Board's Transport Policy and rules of conduct.

Under no circumstances will the School Board consider modifying a bus route in order to accommodate students requesting school bus transportation, i.e. adding a stop, increasing the capacity, etc.

Every year, the Transport Department will inform the Grade 6 students concerned that they may be eligible for school bus transportation. Seats will be allocated on a first-come first-served basis.



4.4 Transportation Territories

For students attending the following schools, the territory for transportation purposes is determined by the French School Board that provides transportation. Transportation services are subject to the parameters of their local transportation policy:

- La Tuque High School;
- Shawinigan High School;
- Mauricie English Elementary School (Trois-Rivières);
- Three Rivers Academy;
- St. Patrick Elementary School (Thetford Mines);
- A.S. Johnson Memorial High School (Thetford Mines);
- Portneuf Elementary School;
- Dollard-des-Ormeaux School;
- Riverside Regional Elementary School*;
- Riverside Regional High School*;
- MacLean Memorial School*.

* The Central Québec School Board organizes pupil transportation for certain routes for the Riverside schools and for certain routes for MacLean Memorial School.

In addition, the CQSB Transportation Department occasionally organizes adapted transportation for students for the Riverside schools when required to do so.

4.5 Students outside the limits of the school bus transportation network

Students who live more than 20 km from their school for whom there is no school bus service may be eligible for either transportation or room and board allocations subject to the restrictions indicated in the Ministry of Education budget rules.

The transportation allocation is established as a maximum of \$1,000.00 per child per year. The room and board allocation is a maximum of \$2,250.00 per child per year. Allocations are paid at the end of each month from September to June (Appendix 2). The request form is also available on the School Board's Web site.

Appendix 2 must be completed and forwarded to the Transportation Department at the beginning of every school year.

Decisions will be determined by the Transportation Department on a case-by-case basis.



5. BUS ROUTES

5.1 Pick-up and drop-off points

A maximum of two pick-up and drop-off points per household will be accepted as long as they fall within the catchment area determined for the school.

There is no requirement for the Transportation Department to pick up or drop off children at the door. Pick-up and drop-off points will be organized according to the points enumerated in section 5.2.

The form in Appendix 7 must be used when requesting transportation from an address that is different from the permanent address. The form is also available on the School Board's web site.

Considering the changes that can occur during a given year or from year to year, the service offered on a given bus route cannot be considered an acquired right.

5.2. Defining Bus Routes

Elements Considered

The Transportation Department is responsible for determining the routes of vehicles used for the school-bus transportation. The elements considered in the development of a route are:

- The safety of the route
- The accessibility of the route
- The distance of the route
- Travel time (*)
- Optimal and cost-efficient
- Pick-up and drop-off points
- The elimination of manoeuvres requiring the bus to back up

As a matter of logistics, students in primary and secondary level may be transported on the same bus.

() Given the extent of the territory of the School Board, the Transportation Department does its utmost to limit the duration of the time CQSB students spend on the bus.*

Private Roads

School buses are not authorized to travel on a private road unless it meets the standards for safe and passable roads of the Ministry of Transportation of Québec and is properly maintained at all times.

For private roads where it is permissible to provide bus transportation services, walking distances to the nearest pick-up and drop-off point will be the same as those required for public roads.



School buses are not allowed to enter narrow roads or lanes that do not have sufficient space for an oncoming car to advance safely.

School buses are not allowed to enter narrow roads or lanes that do not have sufficient space for the bus to turn around without having to back up.

A school vehicle can access a cul-de-sac if it has a roundabout at least 31 meters in diameter and has adequate space to provide safe room for the bus to manoeuvre at all times.

Temporary Changes to a Route

It may happen that the service is discontinued for a period of time if a given street is no longer passable.

For the safety of students, the Transportation Department may have to temporarily modify drop-off and pick-up points. In this situation, the walking distance from home to the point of boarding could exceed the established criteria.

5.3 Dissemination of routes served by CQSB

Every year, at the end of June, the School Board will advise new Secondary I students, that they will travel on the RTC or the STS in September.

Before the beginning of the school year, the Transportation Department will advise parents of their child's bus number, pick-up and drop-off point and the estimated departure and arrival time.

5.4 Walking distances (from home to bus stop)

Kindergarten

Walking distance for kindergarten students from their residence to the school bus stop shall normally not exceed 0.15 km.

Grades 1, 2 and 3

Walking distance for grades 1, 2 and 3 students from their residence to the school bus stop shall normally not exceed 0,4 km.

Grades 4, 5 and 6

Walking distance for grades 4, 5 and 6 students from their residence to the school bus stop shall normally not exceed 0,6 km.



High School

Walking distance for high school students from their residence to the school bus stop shall not exceed 1,0 km.

N.B. Kindergarten and elementary students may be required to walk up to 0,6 km when accompanied by an older sibling.

5.5 Danger zones

Alternative pick-up and drop-off points shall be established for areas declared danger zones, which constitute a risk for student's safety (see definition on Page 2).

Procedure for establishing a danger zone

- a) Danger zones may be established as required by the School Board Transport Department.
- b) When advised of a potential danger zone, the Transport Department assesses the situation, studies the zone in question and consults with concerned authorities as necessary.
- c) When required, the Transport Department forwards a recommendation for approval or rejection, to the Transport Advisory Committee.

6. REIMBURSEMENT OF BUS PASSES

Given that high school students must use the public transportation network to travel to and from school, the School Board shall reimburse 70% of the cost of the student's bus pass.

In the case where the School Board provides yellow bus transportation but the student chooses to take municipal transportation, there is no reimbursement.

Method of payment

a) Québec City Area

Parents/students will purchase bus passes.

Payments will be issued twice yearly, in January and in July and based on a list of students using the RTC provided by schools.

b) Riverside Regional School (Secondary)

The school board will pay the STS directly for the total cost of the bus passes and the school will collect 30% from the parents and return that amount to the Board.

7. ADAPTED TRANSPORTATION

School bus transportation for disabled students or students experiencing adjustment difficulties whose condition requires adapted transportation services will be organized on a case-by-case basis.



8. RULES OF CONDUCT AND CODE OF BEHAVIOUR

The rules of conduct and code of behaviour as found in Appendix 3 apply to all students being transported by the School Board.

Please note that for students being transported by another school board, that school board's transportation policy supersedes this policy.

9. REQUESTS FOR CHANGES TO BUS ROUTES

All requests for permanent changes in pick-up or drop-off points, along with supporting motives, are to be forwarded in writing to the Transportation Department using the form found in Appendix 8. The form is also available on the School Board's web site.

The Transportation Department shall evaluate the request in accordance with the Transportation Policy. The applicant will be advised of the decision. In the case where the request is denied, the request may be forwarded to the Transport Advisory Committee for a final decision.

Requests for temporary changes in designated bus stops will not be considered.

Exceptional requests must be referred to the Transportation Department which shall evaluate the request in accordance with the Transportation Policy (school principals may forward the information by fax/e-mail).

Requests for transportation from a catchment area other than that of the school the student attends will be refused.

10. SCHOOL CLOSURE PROCEDURES

- a) Québec City region (Appendix 4)
- b) Riverside Regional Schools (Appendix 5)
- c) All other schools: the decision is rendered by the local French board.

11. COMPLEMENTARY TRANSPORTATION

- a) Fifteen (15) passenger vans may not be used to transport students.
- b) When school buses are not used to transport students to events and the school requests that staff members and/or parents provide transportation, the consent form found in Appendix 9 of the Transport Policy must be completed by the parents of the students participating. The form is also available on the School Board's web site.



12. TRANSPORTATION FOR PARENT VOLUNTEERS (Québec City region only)

Volunteers may be granted access to the school bus transportation network on a temporary basis for the duration of their term as a volunteer based on the following:

- a) availability of seats on the bus;
- b) a pick-up point that in no way modifies or lengthens a given bus route.

Application procedure

Volunteers must first obtain a card issued by the Transport Department.

13. TRANSPORTATION FOR STUDENTS ATTENDING PRIVATE SCHOOLS

Occasionally, when either the school or the parents of the student concerned agree to pay the full cost, travel time is not lengthened for Central Québec students, and there is room on the bus, the School Board may transport a student attending a private school. Should the space on the bus be required for a Central Québec student, the agreement would end.

14. TRANSPORT ADVISORY COMMITTEE

Composition and mandate

Article 188 of the Education Act stipulates that every school board which provides student transportation shall establish an advisory committee on transportation the composition, operation and functions of which shall meet the norms established by government regulations.

Division II of the Regulation respecting student transportation stipulates the following:

The advisory committee on student transportation of a board shall consist of the following members:

- (1) the director general or the director of the transportation department of the School Board;
- (2) the director general or the assistant director general of any school board for which the board organizes student transportation;
- (3) the person responsible for the student transportation services of the board;
- (4) the principal of a school of the board;
- (5) a representative of the parents' committee of the board and, where it ensures all or part of the transportation services of another school board, a representative of the parents' committee of that board;
- (6) 2 school commissioners of the board, and where the board ensures all or part of the transportation services of another school board, 2 commissioners of that board;
- (7) the representative of the private educational institution for which the board provides transportation for the greatest number of students;
- (8) a representative of each public transit authority whose territory intersects with that of the board.



Rules of Order

A person holding an interest in a school transportation enterprise operating, in whole or in part, in the territory of the board may not be a member of the advisory committee on student transportation of the board.

One-third of the committee members constitutes a quorum.

A committee shall elect a chairman and a vice-chairman who replaces the chairman when the latter is absent.

A committee shall fix the place, date and time of its meetings. It must meet upon the request of the chairman or the vice-chairman; in such case, a notice of meeting shall be sent to each member.

A committee shall give its opinion on each issue for which it must make a decision and on each issue submitted to it by the Board. An opinion must be given within 15 days of a request, unless the board grants the committee a longer period of time.

The premises, administrative support services and facilities necessary for the deliberations of a committee shall be provided by the Board.

A committee shall give its opinion on the planning, coordination, financing and administration of student transportation.

A committee shall give its opinion on the student transportation organization plan of the Board and on the terms and conditions for the granting of contracts for the transportation of students, before the Board adopts that plan or sets the terms and conditions for granting those contracts.

A committee shall give its opinion on the criteria and the terms and conditions for using a service referred to in section 298 of the Education Act, before the Board establishes those criteria or sets the terms and conditions for using that service.

A committee shall give its opinion on the use of all or a part of the amount of a subsidy granted for student transportation that may be used for other purposes.

Additional mandates (Québec City region)

The Transport Advisory Committee will review requests for permanent changes to pick-up and drop-off points (Section 9) and indefinite suspensions due to misbehaviour and make recommendations to the Transport Department.



Transport Advisory Committee Members in the Regions

- a) Outside the Québec City region, the Central Québec School Board names representatives to sit on the transport advisory committees of any French boards that provide transportation services for CQSB students.
- b) Representatives would include the local school principal, the commissioner representing that Ward, and unless otherwise specified, either the director of transportation or the transportation superintendent.

15. REVIEW OF POLICY

This policy will be revised annually by the Transport Advisory Committee or as required.

16. COMING INTO FORCE

This policy shall come into force on May 15, 2015.



APPENDIX 1: CATCHMENT AREAS AS DEFINED BY THE COUNCIL OF COMMISSIONERS

Holland Elementary School:

The area covered by Stoneham, Lac-Delage, Lac-Beauport, Château-Richer, L'Ange-Gardien, Ste-Anne-de-Beaupré, Ile d'Orléans, Mont Ste-Anne, Saint-Ferréol-les-Neiges, Boischâtel and Ste-Brigitte-de-Laval, as well as that part of the Ville de Québec starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon then on a line north through and including the Parc du Bois-de-Coulonge to rue Grande-Allée, then west on a line along the middle of rue Grande-Allée and then boul. Laurier to avenue Marguerite-Bourgeois, north on a line behind the dwellings on the west side of avenue Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to avenue Painchaud, north on a line behind the dwellings on the west side of avenue Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to chemin Ste-Foy, west along the center of chemin Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to Autoroute Charest, east along the middle of intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of the arrondissement La Cité (the Rivière St-Charles), to its intersection with the eastern boundary of Arrondissement Limoilou and then north on this boundary to Autoroute Félix-Leclerc, west along the autoroute to 1^{re} Avenue, north along the middle of 1^{re} Avenue then boul. Henri-Bourassa to a point just south of the dwellings along the south side of rue Saint-Aubert, rue de l'Étoile and rue des Anciens-Canadiens and east along this line to the Rivière Des Roches, then on a line north past the sandpit on the east to a point just north of a line running behind the dwellings on the north side of rue Hector-Bédard and rue du Rebord and following this line west to Autoroute Laurentien, then north along the autoroute to the boundary of the Ville de Québec, then west and then south along this boundary to a point just south of rue des Alisiers, then west to Lac-St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west side and continuing north and then east on a line to avenue Tewkesbury just north of rue Plante, then north on a line behind the dwellings on the east side of avenue Tewkesbury to the Rivière Jacques-Cartier to the east of and excluding Tewkesbury.

Ste-Foy Elementary School:

Includes a part of the Ville de Québec defined as follows; starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon, then on a line north through and including the Parc du Bois-de-Coulonge to rue Grande-Allée, then west on a line along the middle of rue Grande-Allée and then boul. Laurier to avenue Marguerite-Bourgeois, north on a line behind the dwellings on the west side of avenue Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to avenue Painchaud, north on a line behind the dwellings on the west side of avenue Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to chemin Ste-Foy, west along the center of chemin Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to Autoroute Charest west along the middle of Autoroute Charest to Autoroute Robert-Bourassa, south down the middle of Autoroute Robert-Bourassa to boul. Laurier, west along the middle of boul. Laurier and continuing north west on Autoroute Duplessis to Autoroute Charest, west along the middle of Autoroute Charest and Autoroute Félix-Leclerc to the western boundary of the Ville de Québec and then continuing to boul. Wilfrid-Hamel, then west along the middle of boul. Wilfrid-Hamel and then Route 138 to the western limits of Ville de Saint-Augustin-de-Desmaures and then on a line south to the southern boundary of the Ville de Québec, then east along this boundary to the starting point.

St. Vincent School:



The territory on the south Shore which falls within the area covered by yellow bus routes which were in place during the 2002-2003 school year. On the north shore, all of the Ville de L' Ancienne-Lorette, and a part of the Ville de Québec defined as follows; a part of the Arrondissement Haute St-Charles starting a point on the western boundary of the arrondissement and route Ste-Geneviève, then east along a line through the middle of route Ste-Geneviève, boul. St-Claude, rue Verret, rue Racine, and boul. Bastien to rue Chef-Nicolas-Vincent, then north on a line behind de dwellings on the east side of rue George-Cloutier, continuing north along the boundary of Wendake to a point on a line just north of rue de la Rivière Nelson, extending west along this line to a point just east of the dwellings on the east side of boul. Valcartier, north along this line to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement and extending into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to avenue Industrielle, west along the middle of avenue Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to avenue de la Montagne, west along a line behind the dwellings situated on the south side of avenue de la Montagne, west along a line behind the dwellings situated on the south side of avenue de la Montagne to the western boundary of Arrondissement Laurentien, north on that boundary and then west along the northern boundary of Ville de Saint-Augustin-de-Desmaures to its western boundary, then south along that boundary to route 138, east along the middle of route 138 to Autoroute Félix-Leclerc, east along Autoroute Félix-Leclerc to Autoroute Duplessis, south along Autoroute Duplessis to the intersection with boul. Laurier, continuing east along boul. Laurier to Autoroute Robert-Bourassa, then north along Autoroute Robert-Bourassa to Autoroute Charest and west along Autoroute Charest to Autoroute Henri-IV, and north along Autoroute Henri-IV to route Ste-Geneviève, and east along the middle of route Ste-Geneviève to the starting point.

Valcartier Elementary School:

The area covered by the municipalities of Tewkesbury and St-Gabriel-de-Valcartier and in the Arrondissement Haute Ste-Charles on a line from a point on its norther boundary just behind the residences on the east side of boul. Valcartier south to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement, then north along this boundary to the northern boundary of the Ville de Québec.

Dollard-des-Ormeaux Elementary School:

The area covered by the municipalities of Shannon, (including all of Base Valcartier), Fossambault-sur-le-Lac, Sainte-Catherine-de-la – Jacques Cartier and a part of the Ville de Québec, Arrondissement Laurentien, defined as follows; starting at a point situated at the intersection of its northern and eastern boundaries extending south along its eastern boundary to a point intersecting a line extending from behind the dwellings on the south side of rue Martineau in Arrondissement Haute-St-Charles to this boundary, then west into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to avenue Industriel, west along the middle of avenue Industrielle to boul. Pie-XI, south along the middle of boul. Pie XI to avenue de la Montagne to the western boundary of Arrondissement Laurentien then north along this boundary to the northern limits of the Ville de Québec,



Everest Elementary School:

The Arrondissement Limoilou, and that part of Arrondissement Charlesbourg not included in Holland School territory and the Arrondissement Haute-St-Charles starting in the north east at a point on the boundary with Arrondissement Charlesbourg and a line just south of rue des Alisiers, then west to Lac-St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west and then north to the Ville de Québec boundary, west along the boundary to a point just east of the dwellings on the east side of boul. Valcartier, south on this line to a point just north of rue de la Rivière Nelson, east to the boundary with Wendake, south along this boundary then on a line behind the dwellings on the east side of rue Georges-Cloutier and then rue Chef-Nicolas-Vincent to boul. Bastien, then west on a line through the middle of boul. Bastien, rue Racine, rue Verret, boul. St-Claude and route Ste-Geneviève to Autoroute Henri-IV and then south along Autoroute Henri-IV to Autoroute Charest, east along Autoroute Charest to avenue St-Sacrement, then north along the middle of avenue St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of Arrondissement La Cité (the Rivière St-Charles), to the boundary of Arrondissement Limoilou, and then following the boundary of Holland School back to the north east starting point on the boundary of Arrondissements Charlesbourg and Haute St-Charles.



APPENDIX 2: APPLICATION FOR ROOM AND BOARD OR TRAVEL ALLOCATION

Two types of financial assistance are available. In order to qualify for either one, students must attend a school that is at least 20 kilometres from their permanent residence and not be able to take either a school or city bus.

Should you wish to apply for assistance, please supply the information requested in Section A, indicate the type of assistance you require in Section B and sign the declaration in Section C. This form is also available on the School Board's web site.

SECTION A - Identification of the student

Name		Date of birth
Name of father	Name of mother	
Telephone number (home)	Telephone number (work)	
Permanent address	Temporary address (boarding)	
Name of school student will be attending	Grade level	

SECTION B - Options for Room and Board Assistance

1. A student living more than 20 kilometres from the school he/she is enrolled at is entitled to receive \$100 per month to help defray the cost of travel. _____
2. A student living more than 20 kilometres from the school he/she is enrolled at is entitled to receive \$225 per month to help defray the cost of room and board. Students choosing this option MUST supply the School Board with proof that they have a temporary address (lease, telephone bill, etc.). _____

SECTION C - Declaration

I (we) hereby submit an application to the Central Québec School Board for financial assistance for the 20__ and 20__ school year as indicated above. In the event that the school board authorizes a reimbursement, I (we) agree to inform the School Board immediately, by telephone or by letter, should the student withdraw from school during the school year.

Parent's signature	Parent's signature
Student's signature	Date



APPENDIX 3: RULES OF CONDUCT AND CODE OF BEHAVIOUR (Québec City region and Riverside Regional Schools)

Students

1. Students must be assembled at assigned stops at least ten (10) minutes before the designated time. Times indicated on the route sheet are approximate, and may vary during the year;
2. Students must wait until the bus has come to a complete stop before approaching and then walk to the bus and board in an orderly fashion, proceed to their seat and sit down immediately. There will be no pushing and shoving;
3. Students who have to cross the street must wait until the bus has come to a complete stop, and the driver has indicated that is safe to cross, before crossing at least 3 metres in front of the bus;
4. Students must remain correctly seated in their assigned seat on the bus. It is extremely dangerous to be standing, kneeling on the seat or moving around in the vehicle;
5. When disembarking, students must move immediately away from the bus. There will be no pushing or shoving;
6. Students must not place any belongings in the aisle. Objects that cannot be safely contained in a school bag or a sturdy sports bag under the seat are not permitted on the bus. This includes, but is not limited to, large musical instruments, sports equipment, skateboards, etc.;
7. THE BUS DRIVER HAS AN ENORMOUS RESPONSIBILITY - THE SAFETY OF ALL OUR CHILDREN. NO BEHAVIOUR, WHICH IS DISTRACTING TO THE DRIVER, WILL BE TOLERATED - i.e. no yelling, whistling, throwing of objects, no radios other than portable audio players with earphones
8. Students must never put their head or arms out of the windows;
9. Students must never throw anything out the window;
10. Students may not eat on the buses;
11. There will be no spitting or discarding of rubbish in the bus;
12. Smoking or distributing cigarettes in the bus, or possession of alcohol, drugs or weapons is strictly forbidden;
13. Obscene or vulgar language will not be tolerated;
14. Pornographic material is forbidden;
15. Acts of violence of any nature will not be tolerated, i.e., pushing, shoving, hitting or verbal or physical bullying.

N.B. The School Board may have a camera system installed on any bus at any time in order to monitor behaviour.



Parents are responsible for:

1. The safety of their child between their residence and the school-bus pick-up and drop-off point or the school;
2. Their child's behavior at the assigned bus stop;
3. Informing their children of aspects of safety and rules of conduct;
4. Under penalty of suspension of service, reimbursing the School Board or the transportation company, as the case may be, for any damages caused by their child to others' property or to the vehicle;
5. Ensuring that their child is at the bus stop at least ten (10) minutes before the vehicle is expected;
6. Collaborating with the school principal and the driver in taking the necessary steps if their child breaches the rules of conduct and safety measures;
7. When necessary, separately transporting any object or equipment which is not authorized for the school bus;
8. Making the decision to keep their child at home if they are concerned about inclement weather conditions;
9. Immediately informing the management of any change of address, phone number or other contact information;
10. Informing school management of any problems or situations which could affect the students' safety
11. Under penalty of suspension of service, at no time may a parent board a school bus without the prior permission of the School Board.

The Code of Behaviour for school bus transportation allows the driver to issue misbehaviour reports to any student who does not respect the rules. Consequences are as follows:

Québec City region

1st offence:	A report and accompanying letter are sent to parents to be signed.
2nd offence:	Same procedure as with the 1st offence.
3rd offence:	Up to a 3-day suspension as determined by the Transportation Department after consultation with the Principal.
4th offence:	Up to a 5-day suspension as determined by the Transportation Department after consultation with the Principal.

Riverside Regional Schools

First warning ticket:	The driver issues a first warning ticket indicating the infraction(s). The student must have it signed by his/her parents and the school principal and must return the ticket to the driver.
Second warning ticket:	Same procedure as with 1st infraction ticket.
Third warning ticket:	The bus driver gives the ticket directly to the school principal. The principal then meets the student and decides on the sanction(s) to be given. The principal then informs the parents, the transport services and the driver verbally.

In the event of a student being suspended from the bus, the parent(s) will be sent a written notification of the suspension.



The principal will meet with the parent(s) and the bus company official(s) to clarify any difficulties that may persist.

Gross misbehaviour is punishable by immediate, indefinite suspension. All cases will be reviewed by the Transport Department on an individual basis.

The Central Québec School Board has a zero tolerance policy against all forms of harassment.

Gross misbehavior

As well as certain specific offences, gross misbehaviour can be deemed to be anything, which will jeopardize the safety of other passengers, or anything which infringes on the personal rights of other passengers, including all acts of violence or intimidation

Specific offences may include, but are not limited to:

- fighting or any act of violence;
- gross insolence towards driver - direct disobedience;
- throwing any object out of bus window;
- vandalism of bus company or another individual's property *;
- smoking or distributing cigarettes on the bus;
- Possession of alcohol, drugs or any weapon.

For committing, any offence deemed gross misbehaviour a student may be immediately and indefinitely suspended from the use of the school bus transportation system.

His or her case will be forwarded to the Transport Department and submitted to the Transport Advisory Committee for review at its next meeting for recommendation as to the duration of the suspension. The student(s) involved will not be permitted to use school bussing in the interim, but will be required to attend school. Truants will be reported to Youth Protection Services.

* The student and his/her parents will be held financially responsible for vandalism of the victim's property.

Procedure - Misbehaviour reports

1. For all levels of offence, the driver completes the report and submits it to the school. The Principal communicates with the student and with the parents when necessary, to discuss the nature of the complaint, consequences of further misbehaviour, in-school disciplinary measures, etc., and sends the report home with the student to be signed by the parents and returned to the school. The school forwards a copy of the signed report to the Transport Department.
2. For first two offences – the report is accompanied by a form letter. (Transport Department will provide the school with samples at the beginning of the year).
3. For the third and further offences, or gross misbehaviour, the report is first faxed immediately to the Transport Department. After discussion with the school Principal, the Transport Department will prepare and fax to the school a letter of suspension to accompany the report home with the student. The original will be mailed to the parents and the transporter concerned will be advised of the details of the suspension.



4. If a report sent home for signature is not returned duly signed the following day, the Principal should communicate with the parents and advise the Transport Department. The student may not be eligible for transportation until the Principal receives the signed form.

Failure by students to adhere to the rules of conduct and code of behaviour may result in a decision by the School Board to revoke access to school bus transportation services.

The misbehaviour report found in (Appendix 3-A) will be used.

Bus drivers

1. Bus drivers must not smoke in the vehicle whether there are children on the bus or not;
2. Bus drivers must not hold a conversation while driving;
3. Bus drivers must have a neat appearance;
4. Bus drivers must never leave the vehicle when students are still in the bus, except in an emergency situation;
5. Bus drivers must be not be under the influence of nor consume alcohol or drugs when on duty;
6. Bus drivers must not engage in solicitation of any kind;
7. Bus drivers must not swear or use abusive or discriminatory language;
8. Bus drivers must ensure that, if a radio is played on the bus, the content is suitable for students;
9. Bus drivers must follow the bus route as indicated and must refer parents requesting changes to the Transport Department;
10. Bus drivers must immediately advise the School Board of any accident and/or unusual incident involving persons transported;
11. Bus drivers must, upon request, provide the School Board with his/her drivers' license;
12. Bus drivers must, upon request by the School Board, accept to submit to a medical examination by a practitioner selected by the School Board;
13. Bus drivers must allow the School Board representative to have access to the bus at any time;
14. Bus drivers must check the vehicle at the end of each run to make sure that no student is left inside;
15. Unless necessary, bus drivers must not stop elsewhere than at the stops indicated on the route sheet or at traffic signs;
16. Bus drivers must not open doors until the vehicle is completely stopped;
17. When students are getting on, bus drivers must not resume driving until all passengers are seated;
18. When students are getting off, bus drivers must not resume driving until the students have had time to move away from the bus;
19. Bus drivers must not let anyone else drive the vehicle;
20. Bus drivers must not let anyone take the controls of the vehicle;
21. Bus drivers cannot refuse or expel a student on his own initiative;
22. Bus drivers must not leave the bus at the transfer points or allow students to leave the vehicle at the transfer point until the appropriate transfer time.

The complaint form for the use of parents will be sent out with the bus routes at the beginning of the year (Appendix 3-B) and is also available on the school board web site.



APPENDIX 3-A: BUS INCIDENT REPORT

Name of Student: _____
Driver: _____

Bus # _____ Grade: _____ School: _____
Date: _____ a.m. ___ p.m. ___

INFRACTION:

- pushing getting on or off bus
- disobedient/insolent to driver
- moving around/standing in bus
- kneeling/lying on seat
- too loud/boisterous
- causes disturbances
- smoking/distributing cigarettes
- possession of drugs, alcohol or weapon
- lighting matches, lighters, etc.
- immoral conduct
- spitting
- obscene/vulgar language
- throwing object out of window
- vandalism
- littering
- arms or head out window
- scuffling or fighting
- eating/distributing food, candy...

Remarks:

Sanctions:

- | | | | |
|-------------|--------------------------|--------------------------|-------------------------------|
| 1st offence | <input type="checkbox"/> | <input type="checkbox"/> | Warning |
| 2nd offence | <input type="checkbox"/> | <input type="checkbox"/> | Warning |
| 3rd offence | <input type="checkbox"/> | <input type="checkbox"/> | Suspension (up to three days) |
| 4th offence | <input type="checkbox"/> | <input type="checkbox"/> | Suspension (up to five days) |

GROSS MISBEHAVIOUR Immediate, indefinite suspension

Description:

Signature of Principal

Signature of Parent



APPENDIX 3-B: COMPLAINT FORM - SCHOOL BUS TRANSPORTATION

Parents may fill in this form when a problem occurs with school bus transportation on the way to the school or coming back home, when children are boarding, during the travel or when they are stepping off the bus. The form must be filled in as soon as possible after the incident is reported. It should then be signed, dated and forwarded to:

Transport Department
Central Québec School Board
2046, chemin St-Louis
Québec (Québec) G1T 1P4

Telephone: (418) 688-8730 Ext. 3100
(800)-249-5573 Ext. 3100
Fax: (418) 688-7518
E-mail: transport@cqsb.qc.ca

N.B. This form is also available on the School Board's web site.

DESCRIPTION OF THE PROBLEM:	
Bus route: _____	Date of incident: _____ Time of incident: _____
Bus driver's name: _____	Child's name: _____
Place of incident:	
<input type="checkbox"/> On the bus	<input type="checkbox"/> When children were boarding <input type="checkbox"/> When children were stepping off
Reasons for the complaint:	
<input type="checkbox"/> Dangerous situation	<input type="checkbox"/> Other children's behaviour <input type="checkbox"/> Driver's behaviour
<input type="checkbox"/> Major delay (specify the time): _____	<input type="checkbox"/> Other: _____
Witnesses: _____	
DETAILED DESCRIPTION OF THE INCIDENT: <i>(use separate sheet if necessary)</i>	

Parents' name: _____	Address: _____
Signature: _____	Telephone: _____ Date: _____

NOTE: The Central Québec School Board will investigate your complaint, will contact you if further information is required, will take any necessary action, will provide a response to the complainant and will ensure the confidentiality of the complainant.



APPENDIX 4: PROCEDURE FOR SCHOOL CLOSURE (Québec City Region)

1. Introduction

- 1.1 These procedures apply to all the schools on the Central Québec School Board's located in the Québec City region including the Eastern Québec Learning Centre and the Board Office.
- 1.2 It is understood that Central Québec schools must have 180 school days. Therefore, if schools are closed due to inclement weather or other circumstances, a pedagogical day will be recuperated.
- 1.3 If students have been in school for at least 2 hours and 30 minutes before schools are closed, this counts as a full day of school.
- 1.4 Schools for which transportation is provided by the local French school boards are, by necessity, subject to school closure as determined by those boards.
- 1.5 It is important for the decision to cancel school to be made prior to 6:30 a.m. so that school bus drivers may be advised before starting to pick up students.
- 1.6 Any school closure will be carried out according to the Policy for employee conditions of work during emergency temporary closing of establishments.

2. Procedures for early morning closing

Everest Elementary, Holland Elementary, St. Vincent Elementary, Ste-Foy Elementary, Valcartier Elementary school, Québec High and St. Patrick High schools and the Eastern Québec Learning Centre:

- 2.1 Transport companies advise the Superintendent of Transportation of difficult road conditions. The Superintendent and the Director of Transportation will monitor the situation and notify the Director General regarding a decision to open or close schools. If schools are to be closed the Director of Instructional Services will call the school principals.
- 2.2 Transport companies, radio/television stations, schools, principals, and French school boards transporting Central Québec students will be advised of the decision.
- 2.3 The list of radio/television stations which will carry the message concerning school closing and the message itself may be found in Point 4. This list will be sent to schools annually.

3. Schools

- 3.1 Dollard-des-Ormeaux School: The *Commission scolaire de La Capitale* will advise the Superintendent of Transportation who will in turn advise the Director General, the School Principal, and CBC-FM (104,7).
- 3.2 Valcartier Elementary School:
 - a) The bus contractor may advise the school principal of difficult road conditions and the necessity to cancel school.
 - b) The principal will ensure that both contractors have been informed and inform the Superintendent of Transportation who will in turn inform the Director of Transportation



Radio Stations:

91,9 WKND
93,3 CJMF fm
98,1 Radio X fm
98,9 NRJ fm
102,9 CFOM fm
104,7 CBC fm
106,3 Ici Radio Canada Première fm
107,5 ROUGE fm

TV Stations:

TVA / *Salut Bonjour*
V Télé

CQSB Website



APPENDIX 5: PROCEDURE FOR SCHOOL CLOSURE (Riverside Regional Schools)

In the event that Riverside Regional Schools must be closed due to inclement weather, the *Commission scolaire de La Jonquière* informs school principals, bus contractors, and the local media. School principals verify that the correct information is being broadcast by the media. Parents and staff members listen to the local radio stations for information. The schools provide a list of radio stations along with the school calendar at the beginning of each school year.



APPENDIX 6: TRANSPORT FOR EARLY CHILDHOOD PROGRAM STUDENTS

Early childhood program students may be permitted to use the school bus transportation system at the request of parents subject to certain conditions.

Permanent Address

Legal and permanent place of residence of the mother and/or father of a student, the parent that has lawful custody or the legal guardian.

Second Address

Second address determined by the parent, usually the address of the child's after-school daycare. The second address can be used as the regular pick-up and drop-off point.

A maximum of two pick-up and drop-off points per household will be accepted as long as they fall within the catchment area determined for the school.

This form should be completed and signed in agreement by the parents and returned to the school for forwarding to the Transport Department. The form is also available on the School Board's web site.

SCHOOL: _____

CHILD'S NAME: _____ AGE: _____

ADDRESS: _____

_____ TELEPHONE: _____

SCHEDULE REQUIRED: DAYS: _____ A.M. _____ P.M. _____

_____ A.M. _____ P.M. _____

_____ A.M. _____ P.M. _____

ACCOMPANIED BY SISTER/BROTHER: YES ___ NO ___ NAME: _____ BUS # _____

CONDITIONS

1. An older sibling must accompany the child.
2. Transport of early childhood program students is subject to space availability on the bus.
3. The behaviour of the child on the bus must be in keeping with Board regulations and any complaint from drivers could result in withdrawal of permission to use the school bus.
4. Parents must assume full responsibility for someone to supervise the child's boarding of the bus and for someone to be there to take charge of the child upon disembarkation.

N.B.: Transportation will only be provided within the catchment area

NAME(S) OF PARENTS: _____

SIGNATURE: _____ DATE: _____





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

2046, chemin Saint-Louis,
Sillery (Québec) G1T 1P4
418 688.8730
418 682.5891



TRANSPORTATION FORM		
_____ - _____	<i>School</i> _____	<i>Route</i> _____

**TO BE FILLED IN ONLY IF YOU REQUIRE TRANSPORTATION
AT MORE THAN ONE ADDRESS (home address plus another address)**

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to determine which is their official address for educational purposes. The children will attend the school in that catchment area and transportation will be provided to and from the official address only.

Student identification

Grade: _____	Family name	First name	Other names
	Father's name	Mother's name	

Home address of students (as shown on enrolment form)				<input type="checkbox"/> <i>Father's</i>	<input type="checkbox"/> <i>Mother's</i>	<input type="checkbox"/> <i>Other (specify)</i> _____
No. _____	STREET _____	APT. NO. _____	HOME TEL. _____			
				<input type="checkbox"/> <i>No transportation required</i>		
CITY _____	PROVINCE _____	POSTAL CODE _____				
				<input type="checkbox"/> <i>A.M. Only</i>	<input type="checkbox"/> <i>P.M. Only</i>	<input type="checkbox"/> <i>A.M. and P.M.</i>
Alternate address (to be used for transportation purposes) eg. Babysitter, grandparents				<input type="checkbox"/> <i>Other (specify)</i> _____		
No. _____	STREET _____	APT. NO. _____	HOME TEL. _____			
				<input type="checkbox"/> <i>A.M. Only</i> <input type="checkbox"/> <i>P.M. Only</i> <input type="checkbox"/> <i>A.M. and P.M.</i>		
CITY _____	PROVINCE _____	POSTAL CODE _____				
Schedule: Please provide full schedule details as to when the student is to be transported from the home address vs. alternate address (ex. 1 week/1 week, certain day only etc.) _____						

Other home address of student				<input type="checkbox"/> <i>Father's</i>	<input type="checkbox"/> <i>Mother's</i>	<input type="checkbox"/> <i>Other (specify)</i> _____
No. _____	STREET _____	APT. NO. _____	HOME TEL. _____			
				<input type="checkbox"/> <i>No transportation required</i>		
				<input type="checkbox"/> <i>A.M. Only</i> <input type="checkbox"/> <i>P.M. Only</i> <input type="checkbox"/> <i>A.M. and P.M.</i>		
CITY _____	PROVINCE _____	POSTAL CODE _____				
Alternate address (to be used for transportation purposes) eg. Babysitter, grandparents				<input type="checkbox"/> <i>Other (specify)</i> _____		
No. _____	STREET _____	APT. NO. _____	TELEPHONE _____			
				<input type="checkbox"/> <i>A.M. Only</i> <input type="checkbox"/> <i>P.M. Only</i> <input type="checkbox"/> <i>A.M. and P.M.</i>		
CITY _____	PROVINCE _____	POSTAL CODE _____				
Schedule: Please provide full schedule details as to when the student is to be transported from the home address vs. alternate address (ex. 1 week/1 week, certain day only etc.) _____						

School starts on August 30th, 2011. For the first week of transport the child will be at:

Home address Alternate address Other home address Other alternate address

X _____ SIGNATURE OF ADULT RESPONSIBLE	_____ Date
--	---------------

APPENDIX 8: CHANGES TO DESIGNATED BUS STOP

IMPORTANT

ALL REQUESTS FOR CHANGES TO DESIGNATED BUS STOPS MUST BE SENT IN WRITING.

REQUESTS SHOULD NOT BE MADE BY TELEPHONE.

Due to a high number of phone calls at the beginning of each school year, we are asking you to send any request for a change to a designated bus stop in writing. ONLY PHONE CALLS FOR STUDENTS WHO ARE NOT ASSIGNED TO THE RIGHT BUS OR WHO DO NOT HAVE ANY DESIGNATED SCHOOL BUS WILL BE TREATED. Your request must be forwarded to the Transportation Department at the address above, by fax at (418) 688-7518 or by email to transport@cqsb.qc.ca . The form is also available on the School Board's web site. Please complete the following.

School: _____

Student's name: _____

Parent's name: _____

Person in charge: _____ Tel.: _____

Address: _____
Street City Postal Code

School Bus #: _____ Designated stop: _____

Reason: _____

Effective date: _____

Please allow a 72 hour delay in order for your request to be processed.

Signature

Date



APPENDIX 9: PARENTAL CONSENT FORM FOR A STUDENT OUTING WITH STAFF OR PARENT TRANSPORTATION

School: _____

Activity: _____

Name of the Student: _____

Class: _____

Dear Parents:

Your child has been invited to participate in the activity described above.

In the context of this activity, school bus transportation is **not** provided; the staff or a parent will ensure transportation of one or more students per car.

Your authorization is required for your child to participate in this event and we ask that you fill out the form at the bottom of this page and return it to the school by _____.

Thank you.

AUTHORIZATION

_____ I accept, that in the context of school activities, my child _____ be transported by a staff member or by another parent, in their car.

_____ I refuse to allow my child _____ to be transported by a staff member or another parent in their car.

Parent's signature

Date

Parent's signature

Date

NOTE: For all activities, the school must ensure that the parents of children 18 years and younger have authorized the activity and the transportation methods.



Drivers' Declaration - Staff Member or Parent for One-Time Activity

School: _____

Teacher: _____

Date of Transportation: _____

Name of Driver: _____

Driver's Licence Number: _____

Licence Plate Number: _____

Model and Year of Car: _____

Car Color: _____

Number of Seatbelts: _____

Departure Time: _____

Destination: _____

The number of passengers must not exceed the number of seatbelts in the vehicle.

Names	Names
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Notes to Driver

In Québec all passengers of a road vehicle are always covered by the *Régime assurance automobile du Québec*.
The driver of the vehicle has the responsibility to ensure the condition of the car they operate.
Safe driving and respect of the *Code de la sécurité routière* reduces the risk of accidents.
No drug nor alcohol consumption is permitted before or during transportation.

Commitments of the Driver

I declare to have read the notes above and accepted them.
I declare that my driver's license is valid and has not been suspended.
I declare that my registration is paid and that the vehicle is insured.
I undertake to drive carefully and to respect the rules of the road as dictated by the Code de la sécurité routière, notably the speed limits and the consumption of drugs and alcohol.
I will ensure that the students are wearing their seat belts.
I accept to drive without remuneration.

Signature of the Driver

Date



APPENDIX 10: REQUEST FOR SCHOOL BUS TRANSPORTATION FOR HIGH SCHOOL STUDENTS

Services will only be provided from existing bus stops on buses that already go to the high school in question and have seats available.

Identification

Student name: _____ Date of birth: _____

School: _____

Permanent Address:

Name of father: _____ Name of mother: _____

School bus number: _____ Designated Stop: _____

Declaration

It is agreed that a fee will be charged for this service equivalent to 30% of the cost of a student RTC bus pass.

Parent's signature: _____

