

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> POLICY ON FINANCIAL CONTRIBUTIONS FROM PARENTS OR STUDENTS	
<i>Source:</i> Assistant Director General and Finance Committee	<i>Adopted:</i> Effective as of: September 26, 2006	<i>Reference Number:</i> P034

1. Introduction

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

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

2. Purpose of the Policy

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

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

3. Principle

The principle of the right of access to free public education, funded through tax dollars contributed by all members of society, must be respected in considering which fees should be charged to parents or students.

4. Responsibilities

- 4.1 School Board: the School Board develops, implements and monitors the policy and ensures that the provisions of the law are respected. The School Board also consults Parents’ Committee on the policy.
- 4.2 School/Centre Administrator: the administrator presents a proposal to the Governing Board to allow its members to establish the principles for determining the cost of the documents mentioned in section 7(2) EA, as well as a list of objects mentioned in section 7(3) EA.

- 4.3 Governing Board: the Governing Board establishes the principles for determining the cost of the documents mentioned in section 7(2) *EA* and approves a list of the objects mentioned in section 7(3) *EA*, this based on the school/centre administrator's proposal and after taking into consideration the present policy and the other financial contributions that may be charged to parents or students for services referred to in sections 256 and 292 *EA*.
- 4.4 Parents: the parents are responsible to pay the fees.
- 4.5 Students: the students are responsible for the material put at their disposal and, in the case of vocational education students, to pay the fees.

5. Categories of fees

5.1 Consumable fees (section 7 *EA*)

Section 7 of the *Education Act* reads as follows:

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

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.”

Consumable fees include perishable material such as: documents in which students write, draw or cut out, including workbooks and agendas, pencils and other objects of a like nature, including art supplies, glue, paper, photocopies, computer and lab supplies, and science materials.

These fees are determined by the school/centre administrator, subject to the principles approved by the Governing Board and in accordance with the approved list of objects.

5.2 Optional fees

Examples of optional fees are: fees charged for yearbooks, graduation expenses, student awards, participation on a team or club that is extra-curricular.

It must be clearly stated that these fees are not compulsory and that the student is not obliged to participate in an optional activity. Therefore, it is understood that the products and/or service may not be provided to the student. These fees are separate from the consumable fees and do not fall under the purview of the present policy.

Field trip fees are optional fees. As such, they are separate from the consumable fees and do not fall under the purview of the present policy.

5.3 Daycare fees (section 256 EA)

Section 256 of the *Education Act* reads as follows:

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

Daycare fees are charged separately to parents, in accordance with the government's directives and the School Board's *Guideline for the Management of In-School Daycare*.

5.4 Noon-hour supervision fees (section 292 EA)

Section 292 of the *Education Act* reads as follows:

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

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.”

Noon-hour supervision fees are approved by Governing Boards of schools offering this program and charged separately to parents. They must be charged in accordance with the School Board's *Guidelines for Noon-Hour Supervision*.

5.5 Noon-hour transportation fees (section 292 EA)

Noon-hour transportation fees, as well as the other transportation fees, are managed directly at the School Board level and can be charged to students according to the appropriate provisions of the *Education Act* and the *Basic Guidelines for the Transportation of Students*.

6. Application

The Director General is responsible for the application of the policy and must authorize, in writing, any derogation to this policy.