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NOTE:



- 4.5 To define the roles and responsibilities of the school board, the school principal, the governing board, the students and the parents.
- 4.6 To identify the fees that may be charged to parents by the schools or by the school board.

School fees shall be established based on the following principles:

- 5.1 Accessibility and equity
All students have a right to equal opportunities to access quality, adapted and diversified educational services and related supplies, as well as a right to the lowest possible school fees. Access to free educational services as well as any educational activities organized by the school cannot be limited due to the non-payment of fees or the parents' inability to pay.
- 5.2 Right to free education
All fees charged to parents must respect the *Education Act* and its regulations.
- 5.3 Transparency
School fees must be detailed, justified and reflect actual costs.

- 6.1 The right to free education applies to the following :

- 6.1.1.

- 6.5 Invoices must include mandatory fees for all classes or programs, including optional classes or programs such as a special school project.
- 6.6 Fees charged must take into consideration the financial contributions that may be charged for other services.
- 6.7 No financial contribution may be requested for a service, an activity or material that can be financed as

- 7.3.5 Approves the programming of educational activities proposed by the principal, which entails changes in the students' regular time of arrival and departure or which requires the students to leave school premises.
- 7.3.6 Implements measures to facilitate each student's access to all services, activities or material for which a financial contribution is required.

- 7.4.1 Acquire the material on the supply lists approved by the governing board, in a timely manner;
- 7.4.2 Pay the fees approved by the governing board within the deadlines set by the school.
- 7.4.3 Pay the value of the property placed at the disposal of their child if the latter fails to take care of or return the property.

- 7.5.1 Takes good care of the property placed at their disposal and returns it in good condition at the end of the school activities. Pays the value of said property upon failure of this obligation, should the student be of full age.

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- 8.2.1 Workbooks or activity books, including those using a medium based on information technology, and photocopies that students use for writing, drawing and cutting;
 - 8.2.2 Notebooks, pads of paper, sleeves, binders and separators;
 - 8.2.3 Standard calculators and scientific calculators;
 - 8.2.4 Memory sticks;
 - 8.2.5 Rulers, protractors, squares, compasses and other geometry tools;
 - 8.2.6 Highlighters, markers, pens, coloured pencils, pencil sharpeners, scissors and glue;
 - 8.2.7 Running shoes, dancewear and shoes, lab coats, aprons or shirts to protect clothing;
 - 8.2.8 Uniforms, boots and other types of clothing required in vocational training;
 - 8.2.9 Towels and blankets for rest periods;
 - 8.2.10 Locks.

Items that are not specific to a particular grade level or course such as data storage devices and uniform items that have been previously purchased and can be reused by the student are not required to be repurchased.

The right to free use does not apply to specialized material specific to a course or program.

Activities held off school grounds, including related transportation costs (e.g., field trips, tournaments, etc.);

Activities offered with the participation of external service providers who are not employees of the school board (e.g., special guests, professional theatre plays, organizations offering a service, etc.).

- 12.2 Parents must be provided with a detailed invoice.
 - 12.3 Fees charged must be kept to a minimum, be reasonable and reflect the actual costs incurred.
 - 12.4 The Field Trip Policy must be respected.
 - 12.5 The school must ensure that no student who demonstrates interest in an educational activity be excluded because of a lack of funds.
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- 13.1 As per section 292 of the *Education Act* and the Transportation Policy, student transportation must be provided free of charge before the beginning of classes and after the end of classes each school day with the exceptions outlined in the Transportation Policy.
 - 13.2 Where transportation is provided under a contract with a public transit authority, the school board may claim from the student that portion of the cost of the transportation pass which corresponds to the service in addition to the service before the beginning of classes and after the end of classes each day.
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- 14.1 The definition of "special projects" is outlined in the *Regulation respecting free instructional material and certain financial contributions that may be required*. Such special projects must be approved by the governing board and may consist of: **13.1**
 - (1) sport-study programs recognized by the Minister;
 - (2) arts-study programs recognized by the Minister;
 - (3) programs recognized by Baccalauréat International;
 - (4) Concentration or Profile-type projects, that is, those intended to meet the student's interests by activities or one or many local programs of studies and school interventions related to the field of activity specifically covered by the project.
 - 14.2 Fees may be charged for the above-listed programs as follows:
 - (1) certification by an outside body required for the carrying out of the project;
 - (2) issuance, to the student, of a certificate from an outside body within the scope of the project;
 - (3) the school coordination work required to implement the project;
 - (4) the participation of a coach or other specialist not acting as a teacher in a study program;
 - (5) the renting of a sports facility or of premises required for project implementation.
- The cost of specialized material or transportation for the carriage of the student.

Each school will use the School Supply List Tool (SSLT) to establish its supply lists for students while respecting the principles and objectives outline herein. All supply lists will be published on the school website via the SSLT.

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

The appendix 1 is not an integral part of this policy and may be subject to change by resolution of Council.

