



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

# REGISTER OF POLICIES, PROCEDURES AND BY-LAWS

## SCHOOL FEES POLICY

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<i>Updated December 5, 2017</i>	

Note the addenda are for reference and administrative purposes. Addenda are subject to updates and modifications without consultation.

## 1. Introduction

The Lester B. Pearson School Board is dedicated to providing a wide range of services and educational opportunities for its students.

According to the Education Act, as part of its general function, the school board shall adopt a policy on fees that may be charged for: the documents in which students write, lunch hour supervision; and for the cost of transportation. In addition, schools may also provide services over and above those prescribed by the Basic School Regulation, which may require a payment of fees by the users.

The board is committed to promote accessibility to the educational services provided for in the Education Act and prescribed by the Basic School Regulation established by the Ministry, while respecting the responsibilities and powers of the governing board.

## 2. Objective

*Every resident of Quebec, who is between the ages of 5 and 18, or between the ages 5 and 21 in the case of a handicapped person, is entitled to receive, free of charge, the educational services provided under the Education Act and prescribed by the Basic School Regulation.*

This policy aims to ensure that there is a common understanding and interpretation of the principle of free education, what must be provided free of charge and what fees may be required of parents.

The policy describes the principles that must be taken into account before fees are charged, and the responsibilities of the school board, principals, governing board, parents and students in relation to school fees.

The policy also provides useful guidelines to assist schools in setting these fees.

## 3. Principles

School boards and governing boards may only charge a fee in order to cover costs of certain materials and services. The following basic principles must be adhered to when establishing school fees:

- The intent of school fees is to assist in recovering costs without realizing any profit;
- Every effort should be made to keep school fees at a minimum;

- Additional charges over and above the required fees must be clearly communicated to parents as being optional;
- Fees may not be charged to cover the salary of personnel to provide regular ongoing additional services during the students' instructional timetable;
- Students shall not be denied educational services as prescribed by the Basic School Regulation based on the parents' inability to pay any associated fees;
- In cases where fees are unpaid, procedures outlined in the document entitled "Recovery of Unpaid Fees" will be followed.

#### **4. Provisions for Imposing School Fees in the Youth Sector**

##### **4.1 Instructional Material**

Textbooks and instructional materials required for teaching must be provided free of charge. Instructional materials are those objects needed to meet the objectives of the programs of study.

The Education Act provides two exceptions to this right, thereby allowing school boards to charge fees for:

- documents in which the student writes, draws or cuts, and which the student cannot reuse;
- pencils, paper and other objects of a like nature.

Typically, these objects are non-specialized and inexpensive objects that are used on a regular basis in schools (ie. rulers, erasers, notebooks, glue, etc.). If an object is specialized, and is required for a specific course or program, it is considered to be instructional material and must be provided free of charge, otherwise the use of the object must be optional.

##### **4.2 Daycare Services**

At the request of the governing board, a school board must provide childcare for preschool and elementary school students, in the manner agreed to with the governing board.

Daycare budgets must be presented to governing boards for approval (where applicable) and fees charged separately to parents. They must be charged in accordance with the school board's School Daycare Services and Lunch Program Policy.

#### 4.3 Lunch Program

School boards must ensure supervision of students who stay at school during the lunch hour, whether or not student transportation is available. They may impose a fee for this service, but such a fee may be imposed only on those students who stay at school, and not on students who leave the school premises and return once the lunch hour period is over.

Lunch hour supervision fees must be presented to governing boards for approval (where applicable) and charged separately to parents. At the elementary level, they must be charged in accordance with the school board's School Daycare Services and Lunch Program Policy.

#### 4.4 Transportation Services

Student transportation must be provided by school boards free of charge before and after classes each day. As an exception, the Education Act states that where the transportation is provided under a contract with a public transit authority, the school board may claim from a student that portion of the cost of the transportation pass which corresponds to the service in addition to service before the beginning of classes and after the end of classes each day.

Transportation fees can be charged to users according to the appropriate provisions of the Education Act and the guidelines established by the school board in its Transportation Policy. These fees are approved by the Council of Commissioners and managed directly at the school board level.

#### 4.5 Other Fees

A governing board may organize educational services other than those prescribed by the Basic School Regulation, including instructional services outside teaching periods during the school day or on non-school days, and may organize social, cultural or sports services. In these cases, governing boards may require a financial contribution from the users of such services.

Governing boards are also responsible for approving costs associated with field trips, athletics, extracurricular activities, and any other optional charges to parents. These costs should be separate from the consumable and activity fees.

## 5. Responsibilities

### 5.1 School Board:

- Oversees the implementation and monitoring of the policy;
- Ensures that the prescriptions and provisions of the law are respected;
- Provides training to principals to assist them in establishing school fees;
- Ensures that school budgets clearly include all fees charged to parents;
- Ensures that fees charged to parents reflect actual costs;
- May determine a maximum amount for the type of material or services for which fees can be requested;
- Periodically studies fees charged to parents at each school.

### 5.2 Principal:

- Prepares a proposal for governing board approval in order to allow its members to establish the principles for determining the cost of the documentation and services that are not free to students in accordance with the Education Act, the school board's School Fees Policy, and in keeping with the school budget;
- Approves, on proposal of the teachers, the textbooks and instructional materials for the teaching of programs of studies;
- Presents to the governing board, for approval, a list of supplies developed for each specific grade or class, as deemed appropriate, and all associated costs, and is prepared to explain the details;
- Presents to the governing board, for approval, the fees for daycare services and lunch hour supervision, if applicable;
- Ensures that all fees are established at the minimum level necessary to recover the actual costs;
- Allows the governing board sufficient time to study the fees prior to the adoption of the school's annual budget;
- Prepares a cover letter to accompany invoices sent home, which provides parents with a clear and itemized breakdown of what is included in the fees, along with conditions for payment.

### 5.3 Governing Board:

- Establishes the principles for determining the cost of the documentation and services that are not free for students, as proposed by the principal;
- Approves, as presented by the principal, the list of supplies developed for each specific grade or class;
- Approves, as presented by the principal, the school/consumable fees;

- Approves fees associated with lunch hour and daycare services, field trips, extracurricular activities, and any other optional charges to parents.

#### 5.4 Parents:

- Verify and pay the fees invoiced based on the conditions set forth in the principal's cover letter;
- Advise the principal and make alternate arrangements if unable to pay the fees under the conditions set forth in the cover letter.

#### 5.5 Students:

- Take good care of the property placed at his/her disposal and return it at the end of the school activity/program.

### 6. **Timeline**

School fees are approved on an annual basis and are included in the school's annual budget, which is adopted in May or June of each year. Governing boards must be given sufficient time to review the fees proposed by the principal before approval is required.

If, in exceptional circumstances, additional fees are charged during the school year that are not related to field trips or extracurricular activities, they must be approved by the principal and governing board.

### 7. **Provisions for Fees in the Adult and Vocational Education Sector**

The basic principles of this policy apply to the Adult and Vocational Education Sector with the appropriate adaptations.

In general, vocational students are provided with the tools needed and are encouraged to manage and be responsible for these tools and educational materials. Depending on practices and traditions of specific trades, students may be expected to own their own tools.

The purchase of uniforms and items of a personal nature specific to the trade is the responsibility of the student. The governing boards must approve the cost of these on an annual basis.

In addition, an administrative charge may be imposed to open a student file.

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## ANNEX I

### Excerpts from the Education Act

*Updated December 5, 2017*

#### *Section*

- 3 The educational services provided for by this Act and prescribed by the basic school regulation established by the Government under section 447 shall be provided free to every resident of Quebec 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 Quebec contemplated in section 2, subject to the conditions prescribed by the said regulation.

The educational services prescribed by the basic vocational training regulation shall be provided free to every resident of Quebec, subject, however, to the conditions determined in the basic regulation if the person is 18 years of age or older, or 21 years of age or older in the case of a handicapped person within the meaning of the Act to secure the handicapped in the exercise of the rights (chapter E-20.1).

- 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 the handicapped in the exercise of their rights (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.

- 8 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.

- 77.1 Based on the principal's proposal, the governing board shall establish the principles for determining the cost of the documents mentioned in the second paragraph of section 7. Those principles are taken into account when the choice of textbooks and instructional materials must be approved under subparagraph 3 of the first paragraph of section 96.15.

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.

96.15 The principal is responsible for approving, on the proposal of the teachers or, in the case of matters referred to in subparagraph 5, of the members of staff concerned and after consulting with the governing board in the case of proposals under subparagraph 3,

(3) in accordance with the Act and in keeping with the school budget, the textbooks and instructional material required for the teaching of programs of studies

110.3.2 Section 77.1 applies to the governing board of a vocational training centre as regards the students referred to in section 1, with the necessary modifications.

193 The parents' committee shall be consulted on the following matters:

(3.1) the financial contributions policy adopted under section 212.1

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

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.

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.

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 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.