

Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. D-10	
SUBJECT:	Financial Contributions from Parents or Students
Approval Date: March 27, 2007	Resolution No: C-06/07-210
Revision Date:	Resolution No:
Origin: Finance Committee	

1. OBJECTIVES

This policy has been developed to establish the criteria on financial contributions that schools and vocational education centres may request from parents or students for consumable materials (documents in which students write, draw or cut out, pencils, paper, and other objects of a like nature), daycare services for preschool and elementary school students, and noon-hour supervision.

In addition, the policy describes the roles and responsibilities of the school board, principals, governing boards, parents, and students.

2. DEFINITIONS

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

These fees are determined by the principal and approval by the Governing Board in accordance with the approved list of objects.

Optional Fees: Examples of optional fees are fees charged for yearbooks, t-shirts, graduation expenses, student awards, and participation on a team or club that falls within an extra-curricular activity.

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 implicit that the products and/or services may not be provided to the student. These fees are separate from the consumable fees.

Daycare Fees: Daycare fees are charged separately to parents, in accordance with the governments' guidelines.

Noon-hour supervision fees: Noon-hour supervision fees are approved by governing boards and schools offering the program and charged separately to parents based on attendance.

Fundraising: Fundraising activities are intended to raise funds towards providing a specific activity or purchase a specific item. Examples of fundraising are car wash, chocolate sales, dance, etc.

3. POLICY

- 3.1. The **school board** develops, implements, and monitors the policy and ensures that the provisions of the law are respected.
- 3.2. The **principal** presents a proposal to the governing board to allow its members to establish the principles for determining the cost of consumable materials and noon-hour supervision.
- 3.3. The **governing board** establishes the principles for determining the cost of consumable materials and noon-hour supervision based on the principal's proposal and taking into account the present policy and the other financial contributions that may be charged to parents or students for services rendered for daycare services.
- 3.4. The **parents** are responsible to pay the fees.
- 3.5. The **students** are responsible for the materials put at their disposal and, in the case of adult education and vocational education students, to pay the fees.