

Policy Statement	
 <p style="text-align: center;">Commission scolaire Western Québec Western Québec School Board</p>	Policy No. D-10
SUBJECT:	Financial Contributions from Parents or Students
Approval Date: March 27, 2007	Resolution No: C-06/07-210
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: Consumables fees include perishable material such as: document 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, subject to principles approved by the Governing Board and in the accordance with the approved list of objects.

Optional Fees: Examples of optional fees are: fees charged for yearbooks, t-shirts, graduation expenses, student awards, 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 service 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 on the basis of attendance.

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

3. **POLICY**

School Boards: The school board develops, implements and monitors the policy and ensures that the provisions of the law are respected.

Principal: 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.

Governing Board: 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.

Parents: The parents are responsible to pay the fees.

Students: The students are responsible for the material put at their disposal and, in the case of vocational education students, to pay the fees.