

MEMORY AID

Free education and financial contributions that may be required

EDUCATIONAL SERVICES

For students entitled to free education up to the age of 18, or the age of 21 in the case of handicapped students, * **THE RIGHT TO FREE EDUCATIONAL SERVICES APPLIES TO:**

- **Preschool, Elementary and Secondary Education**
- Preschool education services
- Instructional services
- Complementary educational services
- Special services (welcomeing services, French-language instructional services and schooling in a hospital setting or at home)
- **Vocational Training**
- Training services (teaching and orientation services)
- Complementary educational services
- **Adult Education**
- Training services (teaching and orientation services)
- **Administrative services, such as:**
- Admission
- Opening of a file
- Administration of examinations
- Training of staff

THE RIGHT TO FREE EDUCATIONAL SERVICES DOES NOT APPLY TO:

- **Services provided within the scope of special school projects (Sports-Study, Arts-Study, international education, or concentration- or profile-type projects):**
- certification by an outside body in order to carry out the project
- the issuing to the student of a certificate by an outside body within the scope of the project
- the school coordination required to allow the carrying out of the project
- the participation of a coach or other specialist not acting as a teacher in a study program
- the renting of a sports facility or of premises required for the carrying out of a project
- **Activities conducted outside the premises of the educational institution**
- **Activities conducted with the participation of a person who is not a member of the school board staff and that are similar to activities conducted outside the educational institution**

EDUCATIONAL MATERIALS

For students entitled to free education up to the age of 18, or the age of 21 in the case of handicapped students, enrolled in the youth sector or vocational training, **THE RIGHT TO FREE TEXTBOOKS AND INSTRUCIONAL MATERIALS APPLIES TO:**

- **Textbooks required for the teaching of programs of study**
- **Instructional materials required within the framework of activity programs and the teaching of programs of study, such as:**
- tools, machine tools, instruments, chemical products and other scientific and technological material
- balls, raquets, helmets and other physical education equipment
- paint, pastels, clay and other art supplies
- reeds for musical wind instruments, flutes and other musical instruments
- novels and picture books, and reference material such as dictionaries, grammar guides, atlases, guides and encyclopedias, whatever the media
- photocopied texts, reproductions of copyrighted material such as sheet music and any other reprographic material that replaces or supplements a textbook
- solid and geometric form kits, counters, base 10 kits, dice, card games and other manipulatives
- modelling clay, wood, plaster and other similar materials
- computers, laptops, tablets, technological applications, graphing calculators, earphones and other technological tools
- protective helmets, safety glasses, haimnets and other protective items
- sensory stimulation material intended in particular for students with handicaps, social maladjustments or learning disabilities
- **Maintenance of instructional materials**
- **The following materials:**
- Materials for the organization of the class or the school, such as
 - bins
 - locker shelves
 - storage boxes
 - tennis balls to be attached to the legs of chairs
- Items to be supplied for health or hygiene reasons, such as:
 - paper tissues
 - wipes
 - cleaning products and disinfecting products for music instruments

* Conditions for students 18 years of age or older are specified in the applicable basic regulation.

THE RIGHT TO FREE MATERIALS DOES NOT APPLY TO:

- **Documents in which students write, draw or cut out**
- **Materials for personal use, such as:**
- school supplies (e.g. pencils, erasers, day planners)
- material for personal organization (e.g. pencil cases, school bags)
- clothing items (e.g. school uniforms, physical education clothing)
- **The following materials:**
- activity or exercise books or reprographic material replacing or supplementing an activity or exercise book, including those on a medium based on information technology
- notebooks, pads of paper, pocket folders, binders and separators
- standard calculators and scientific calculators
- memory sticks
- rulers, protractor, squares, compasses and other geometry tools
- highlighter pens, markers, pens, coloured pencils, pencil sharpeners, scissors and glue
- running shoes, dancewear and shoes, lab coats, aprons
- uniforms, boots and other clothing required for vocational training
- towels and blankets for rest periods
- locks
- **Specialized material specifically required for the carrying out of a special school project, or for the maintenance of the material**



STANDARDS AND RESPONSIBILITIES OF GOVERNING BOARDS RELATING TO FINANCIAL CONTRIBUTIONS THAT MAY BE REQUIRED FOR EDUCATIONAL SERVICES OR MATERIALS

- The governing board is responsible for approving the financial contributions proposed by the principal (for services provided within the scope of special school projects, school activities, materials and supervision at lunch time), some of which are developed in collaboration with teachers.
- The governing board must implement measures to facilitate access by each student to all services, activities or materials for which a financial contribution is required.
- Before approving a contribution, the governing board must take into account any other contributions it has approved or that are being proposed.
- The financial contributions required must not exceed the real expenses incurred by the school, and must not be subject to financing already provided for in the budget rules.
- Every financial contribution must be the subject of a clear and detailed invoice, explicitly indicating what the contribution is to be used for.
- The total indicated on the invoice must not include any amount for a request for a voluntary contribution or a donation.
- No specific supplier or brand may be imposed with respect to materials, other than activity or exercise books.

This memory aid is a tool that summarizes the rules governing free education and financial contributions that may be required. For more information, consult the *Education Act* and the applicable regulations.