

## **General School Resource Fees**

### **Background**

While recognizing that basic education should, for the most part be free and available to all, Section 57(2) of the Education Act permits school jurisdictions to establish fees.

Recently Bill 1: An Act to Reduce School Fees significantly altered the ability of schools to charge fees, ends school board charges for instructional supplies or materials and fees for eligible students taking the bus to their designated school.

### **Definitions**

#### **Basic Educational Services**

The services, supports and materials required for a student to meet the core curricular outcomes at a basic level as defined in the Guide to Education. (Math, Science, Language Arts, Social Studies, Religion, Physical Education, Health, Art, Music) Examples of the basic level of service include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

#### **Enhanced Educational Services**

Services and materials that are not required to meet the core curricular outcomes at a basic level as defined in the Guide to Education but that are provided to enhance the student's learning opportunities. Examples include Curricular Field Trips (outside the community), Alternate Programs (Programs of Choice) Optional Courses, and One-to-one Student Technology.

#### **Extra-Curricular Services**

Optional activities or materials outside of the educational mandate of the District. Examples include events, sports teams, clubs, extended non-curricular trips and other mandatory non-curricular materials.

#### **Responsible Parties**

The custodial parents of the student or the people whom a court order or written agreement designates responsibility for fees. In the absence of a court order or written agreement designating explicit responsibility for fees, responsibility shall be split evenly between custodial guardians.

### **Procedures**

1. The Board shall annually approve of student fees during budget deliberations for Basic Educational Supplies & Materials (Base Fees). Annually the Board, through the Superintendent or designate, will consult with parents before it sets, increases, or decreases any fee or cost. In addition, the Superintendent or designate will
  - a. Be required to demonstrate to parents the need to charge any fee or cost including the amounts;

- b. Indicate the circumstances under which any fee or cost may be waived or refunded;
  - c. Develop and communicate the process a parent has to follow to request that a fee or cost be waived or refunded;
  - d. Develop and communicate a process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a fee or cost may be waived or refunded and of the procedures for requesting that a fee or cost be waived or refunded;
  - e. Develop and communicate a process to enable the resolution of disputes and concerns between parents and the Board.
2. Principals shall not assign additional fees to cover costs of Basic Educational Services.
3. The Principal may assign other fees for specific school related activities for Enhanced Educational Services on a cost recovery basis. Prior to charging a fee for Enhanced Educational Services, the Principal must meet criteria in #1 a→e, communicate the fee and what will be purchased with the fee to all affected parents, and receive approval from the Superintendent (if outside scope listed below or +- 5%).
4. The Principal may assign other fees for specific school-related activities for Extra-Curricular services on a cost recovery basis in consultation with the parents of participating students.
5. Once approved, these fees shall be listed on the school's public website. Information required when listing the other fees will be in alignment with #1 a→e
6. The Principal shall ensure a minimum of two notices (October and January) are sent to the responsible parties on fees owing. Notices will be copied to the Secretary Treasurer.
7. A student's educational experience shall not be impacted by non-payment by parents. Only services related to Programs of Choice or Extra-Curricular Services may be denied to students as a result of non-payment of fees.
8. The Principal may arrange an Alternate Payment Schedules for parents so as to accommodate varying circumstances for individual families through the District's Application for School Fee Reduction process. While the Principal is the approver, a copy will be sent to the Secretary-Treasurer.
9. The Principal shall approve all Reductions and Waivers of fees through the District's Application for School Fee Reduction process. While the Principal is the approver, a copy will be sent to the Secretary-Treasurer.
10. The criteria and the application form for the fee waiver program shall be posted on the District's website.
11. Alternate Payment Schedules, Reductions or Waivers shall be approved on an annual basis and must be reapplied for annually.
12. Fees must be used for the purpose that was specified prior to being charged. Unless explicitly stated to parents prior to the fee being charged that unused fees will be used for another purpose, unused fees shall be refunded to the parents who paid them.

13. Any disputes between the Principal and the Parent(s) will be submitted in writing to the Secretary Treasurer for an appeal.

### **Basic Educational Services**

#### **Instructional Supplies & Materials (2017-18)**

- \$0 for qualifying Pre-Kindergarten and Kindergarten
- \$55 for Community Pre-Kindergarten
- \$0 for Grades 1 to 6
- \$0 for Grades 7-9
- \$0 for Grades 10-12

### **Enhanced Educational Services**

#### **Fees for Optional Courses Grades 7-9**

- No fee will be charged for Options in 2017-2018 school year (Pilot).

#### **Fees for Optional Courses Grades 10-12**

- Aboriginal Studies 15/25/35 \$20
- Career Technology Studies \$40
- Construction 10-12 \$80
- Cosmetology \$65
- Drama \$20
- Dual Credit \$300
- Driver Education \$300 or \$350 (Urban/ Rural)
- Fabrication 10-12 \$100
- First Aid \$20
- Foods Grade 10-12 \$110
- Foundations for Industry Training (3<sup>rd</sup> Party) \$227
- Green Fee \$900
- Mechanics 10-12 \$60
- Outdoor Education \$50
- Phys. Ed. 20/ 30 \$50
- Yoga \$40
  
- Grad Fee up to \$150
- Yearbook up to \$65 if students are provided with the option to purchase. Students must be informed they have the option to opt out of the annual Year Book fee.

#### **St. John Bosco Book Deposit \$100**

A refundable book deposit will be collected to ensure the resources are returned.

#### **Caution Fees**

A Caution Fee will be charged for students registered in the following programs:

Green Certificate \$100

### **School Trips & Events**

- School Trips like Skiing, Edmonton Visits, Jasper - at cost
- Swimming Lessons during Instructional time – at cost

### **Program of Choice: Celtic Academy**

- Celtic Academy in Grades 4-8 \$190 per month for 3 day program
- Celtic Academy in Grades 4-8 \$140 per month for a 2 day program
- Athletic Development 9 \$400, Athletic Development 10 \$500, Athletic Development 20/30 \$400

### **Program of Choice: Pre-Kindergarten**

- \$330/ month for a 5 half-day Pre-Kindergarten program (Teacher)
- \$265/month for a 5 half-day Pre-Kindergarten program (Instructor)
- \$330/ month for a 5 half-day Pre-Kindergarten program (Montessori)
- \$165/ month for a 3 half-day Pre-Kindergarten program (Instructor)
- \$200/ month for 3 half-day Pre-Kindergarten program (Montessori)
- \$125/month for lunch coverage for qualifying Pre-Kindergarten programs

### **Extra-Curricular Services**

- Principals in consultation with participating families may set school-established fees. School Principals must be able to justify the cost of the additional fees. School fees may be charged for:
  - Fitness Centre
    - Monthly \$15
    - Semester \$60
    - Yearly \$100
  - Extra-curricular activities such as Athletics, Skills, or Fine Arts activities up to \$200/student in junior high and up to \$950/ student in High School to cover costs for equipment, safety equipment, jersey replacement, tournaments, registration, hotels, and travel. Students are required to pay for meals on top of the extra-curricular fee.

### **Transportation Fees**

- Student can be charged a fee of \$320 to be transported on a bus if the student is in
  - Pre-Kindergarten to Grade 3 and lives less than 1.7 km from their designated school
  - Grade 4-12 and lives less than 2.4 km from their designated school.
  - Student will not be charged a fee to be transported on a bus if
    - the student crosses a major arterial road. Major arterial roads are defined as Wapiti Road, 68<sup>th</sup> Avenue, 100<sup>th</sup> Street, 132 Avenue and 92<sup>nd</sup> Street south of 100<sup>th</sup> avenue

### **Donations (Previously referred to as Endowment Funds)**

Schools shall not require parents to donate to a school. If a Donation is made, each year the school shall identify the target for the donations

Schools are required to maintain accurate records of all money received and disbursed within the School Generated Account and reported annually to the Secretary Treasurer according to procedures established by the Secretary Treasurer.

Reference: Section 57(2), Education Act

School Fees Regulation (2015)

AB Education Guidelines for the Preparation of the School Jurisdiction Budgeted School & Transportation Fee Revenue Schedule (June 2017)

**Revised August 2017**