

Administrative Procedure 503

General School Resource Fees

Background

While recognizing that basic education should, for the most part be free and available to all, the School Act permits school jurisdictions to establish fees.

Recently *Bill 1: An Act to Reduce School Fees* significantly altered the ability of schools and school jurisdictions to charge fees, ending a long term practice where schools could charge for basic educational services. In 2017-2018 the District also eliminated option fees except for Celtic Academy and Pre-Kindergarten. School Principals should expect Option fees to be reintroduced in 2019-2020 as these fees may be needed to support an anticipated reduction in school budgets in 2019-2020.

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 Activity Fees

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 to Establish Fees

1. The Board of Trustees shall annually approve of student fees during budget deliberations for Basic Educational Supplies & Materials (Base Fees) subject to restrictions in the Act and Regulation.
2. Annually the District, through the Superintendent or designate, will consult with Principals and Parents before it sets, increases, or decreases any fee or cost. Consultation will occur with Principals at Principal meetings and with Parents at School Council meetings. In addition, the Superintendent or designate will be required to demonstrate to parents the need to charge any fee or cost including the amounts.
3. Principals shall not charge any fees or costs for textbooks, workbooks, photocopying, printing or paper supplies.
4. Principals shall not charge any fees or costs
 - a. That is not set out in the **District Fee Schedule**
 - b. that exceeds the amount set out in the District Fee Schedule
 - c. that exceeds the amount that the District estimates to be the projected cost of providing for the subject matter of the charge, or
 - d. that is not clearly expressed in the reviewed District Fee Schedule to connect to specific goods or a specific learning experience that is calculated to benefit students.
 - e. Once approved, these fees shall be listed on the school's public website.
5. 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.

Collection of Fees & Alternate Payment Schedules

1. School Fees are due at the start of each school term. Program of Choice monthly fees may set up pre-authorized payments (Form 503-1)
2. 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 or designate.
3. A student's basic educational experience shall not be impacted by non-payment by parents. The school will be responsible for all costs for the non-paying student to remain in the program.
4. Only services related to Programs of Choice or Extra-Curricular Activity Fees may be denied to students as a result of non-payment of fees.
 - a. If a fee for Program of Choice is overdue by 1 month, the student will be removed by the Principal unless the Principal can demonstrate to the Superintendent, in writing, that the student would be better served if s/he remains in the program.
 - b. If a fee for Extra Curricular is overdue by 1 month, the Principal in consultation with the coach will determine if the student would be better served if s/he remains in the program. The school will be responsible for all costs for the non-paying student to remain in the program.
5. The Principal may arrange an Alternate Payment Schedules for parents so as to accommodate varying circumstances for individual families.

6. The criteria and the application form for the fee Waiver program shall be posted on the District's website in Administrative Procedures and Forms, specifically in Form #503.
7. Alternate Payment Schedules, Reductions or Waivers shall be approved on an annual basis and must be reapplied for annually.

Procedure to Waive Fees

1. The process for waiving fees can be found on Form #503; Application for Waiver of Fees that accompanies this procedure.
2. Parents will not be able to request fees be waived for Program of Choice fees or for Extracurricular Activity Fees.
3. A Principal may, in exceptional circumstances, waive a student's extra-curricular fee. The school's budget will be responsible for covering the expenses related to the activity and the cost will not be borne by the other students in the activity.
4. The Waiver of Fees Form #503 identifies Confidential Financial Information that will support the request, and the parent will submit the request in a sealed envelope to the school Principal. Applicants will receive a response within 2 weeks.
5. If a dispute arises between the parent and the Principal, the parent can appeal to the Secretary Treasurer.
6. The deadline to apply for a waiver is December 15.

Procedure for Collection of Unpaid School Fees

1. The school Principal will make reasonable attempts to collect fees and establish an alternate payment schedule.
2. After two written attempts (October and January) the Principal may request the Secretary Treasurer or designate assist in the collection of outstanding fees.

Pro-Rating Fees

1. If a student moves out of the district, the fees will be prorated according to the time spent/ materials used in the course. Generally, a month for a month is reasonable. However, the proration may increase depending on the amount of materials used to date.
2. The parent will need to apply in writing to the school Principal for a refund of pro-rated fees.

Maintaining Records

1. The school Principal will keep on file at the school the October and January attempts to collect fees. When requested, the Principal will submit the documentation to the Secretary Treasurer.
2. The Secretary Treasurer must maintain statements as ordered by the Minister of Education demonstrating that all fees collected have been spent for the same purpose for which they were collected.

District Fee Schedule 2019-2020

Basic Educational Services

Instructional Supplies & Materials

- \$0 for qualifying Pre-Kindergarten and Kindergarten
- \$55 for Community Pre-Kindergarten (non-identified students)
- \$0 for Grades 1 to 6
- \$0 for Grades 7-9, except St. Mary Beaverlodge where grades are combined into options. Those fees will be Foods \$30, Outdoor Education/ Resistance Training \$20, and Construction \$30
- \$0 for Grades 10-12

Enhanced Educational Services

Fees for Optional Courses Grades 7-9

- No fee will be charged for Options in 2018-2019 school year.

Fees for Optional Courses Grades 10-12

- Aboriginal Studies 15/25/35 \$20
- Art \$30
- Career Technology Studies \$40
- Construction 10-12 \$80
- Cosmetology \$65
- Drama \$20
- Dual Credit \$300
- Driver Education \$425 / \$525 (Urban/ Rural)
- Fabrication 10-12 \$100
- First Aid \$20
- Forensic Science \$20
- Foods Grade 10-12 \$110
- Foundations for Industry Training (3rd Party) \$227
- 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/ Bonds

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

Green Certificate \$200

ADLC \$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 4-7 \$190 per month for 3-day program
- Celtic Academy in Grades 4-7 \$140 per month for a 2-day program
- Celtic Academy Grade 8 \$160/month
- 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 Activity Fees

- 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 Centres at St. Joseph and St. John Paul II
 - Monthly \$15
 - Semester \$60
 - Yearly \$100
 - Extra-curricular Activities Fees 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 Activity 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, 68th Avenue, 100th Street, 132 Avenue and 92nd Street south of 100th avenue

Non-Resident Fees

- Application Fee \$100
- Deposit \$1500
- Base Rate for Grades 1-12 \$6679.79 (includes deposit)
- Medial Insurance (Mandatory) \$50/month (maximum \$400/year)
- Bus fee, if required (see above)
- Other fees depending on what the student takes (see above)

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 2019