

## Policy DFDH – Senior High Fees

### **Recommendation**

That the Board of Trustees receive for information and approve for circulation, Draft policy DFDH – School Fees.

### **Background**

The current policy, in force since May 1995 and last revised in May 2007, has been identified for update as part of Elk Island Public Schools' policy review process. The revised policy DFDH – School Fees will replace policy – DFDG Fees.

### **Discussion**

Key revisions to the policy include:

- Changes to bring the policy up to date with the School Act;
- Wording changes to improve clarity in the policy statement, definitions, and guidelines;
- Improve clarity as to what school fees can be charged in the district;
- Clarify what fees fall under the heading of School Generated Funds (SGF) and which ones are operating;
- Clarification to what fees can be charged for core courses;
- Process changes to promote standardized between schools in the district.

### **Justification**

The proposed policy as amended reflects current practices and incorporates feedback received from the School Fee Working Group, Schools and the Fee Committee.

### **Attachments**

1. Amended Policy DFDH – School Fees
2. Amended Policy DFDH – School Fees showing strike outs
3. Existing Policies DFDG – Fees and DFDH – Senior High Fees

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Date: \_\_\_\_\_

Presented to: School Sectional Meetings

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ELK ISLAND PUBLIC SCHOOLS  
BOARD OF TRUSTEES POLICY

SCHOOL FEES

Approved: May 95

Revised: Apr 96, Sept 98, May 00, May 07

DFDH

*Policy Tracked: June 15, 2006*

*Cross Reference: Legal Reference: The School Act – Section 51 (3), 60 (2)  
Policy BCFD - School Council Roles and Responsibilities  
Policy HICA - Field Trips*

**POLICY**

The Board of Trustees believes that the district may charge a limited number of fees to provide quality programs and services for students.

School fees must:

- 1) comply with the School Act;
- 2) be in accordance with the mission and vision of the district; and
- 3) be approved by the Board on an annual basis.

## DEFINITIONS

See Appendix 1.

## GUIDELINES

### Fee Determination and Approval Process

1. Each year, at the onset of the budget process, the elementary, junior high and senior high sectional representatives, in conjunction with Principals, shall establish a range of fees (excluding Learning Resource Fees, field trip fees and extracurricular fees) and the rationale for submission and approval to the Executive Team and the Board. Learning Resource Fees will be determined by the Executive Team for submission and approval to the Board. The following items will be considered:
  - Outreach and Continuing Education school fees are to be charged in a manner that meets the needs of the students and school.
  - Principals will work in cooperation to minimize the number of fees and establish comparable fees for similar programs.
  - Fees, other than Learning Resource fees and field trips, shall not be charged on core courses.
  - Consumable fees will be based on a cost recovery. Consumable fees will be used to pay for items consumed during the year.
  - Field trip and extracurricular fees shall be established during the year, on a cost recovery basis, and approved by the school Principal due to the changing variety and cost of field trips and extracurricular activities.
  - During the year, extra consumable fees may arise, which will be established on a cost recovery basis and approved at the discretion of the Principal.
2. Following approval of school fees by the Board, the Director of Finance will communicate to all schools the approved school fee schedule.
3. Fees, other than school fees, such as transportation fees and facility rental fees, will be brought forward by the appropriate Associate Superintendent for submission and approval to the Executive Team and the Board during the budget process.

ELK ISLAND PUBLIC SCHOOLS  
ADMINISTRATIVE PROCEDURES

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**Fee Communications**

1. Principals shall discuss at a School Council meeting the fees (excluding fees for field trips and extracurricular activities) proposed for the upcoming school year prior to the submission to the Executive Team and the Board .
2. Schools shall provide to students a fee sheet at the beginning of the year that includes all fees, excluding field trips and extracurricular activities.
3. Schools must provide a financial accounting of fees charged by August 31 to the Director of Finance..

**Fee Calculation**

1. Students who enroll in school after the commencement of the school year or semester shall be charged fees on the following basis:
  - a) on a prorata basis for Learning Resource Fees.
  - b) all other fee categories shall be charged on a prorata basis over a ten month period. For a semester school, the prorata basis is over a five month period. All students entering part way through a month should be charged as if they had registered at the beginning of that month.
2. Students who leave school before the end of the school year or semester shall be refunded fees on the following basis:
  - a) For Non Semester Schools:  
Refunds shall be on a prorata basis over a ten month period.
  - b) For Semester Schools:  
The prorata basis is over a five month period. All students entering part way through a month should be charged as if they had left the school at the end of that month

All Learning Resource Fee refunds shall be made by schools out of the school Learning Resource holdback funds.

All refunds shall be paid during the month of June or at the discretion of the school.

3. Students enrolled in more than one EIPS school shall be charged an LRF based on a course load of 40 credits in grades 10 and 11 and a minimum 30 credits in grade 12 (e.g. a student taking one course at school A and 7 courses at school B totaling 40 credits shall be charged 1/8 X LRF amount at school A and 7/8 X LRF amount at school B).
4. Refunds of consumable fees for students, who leave before the end of the school year, shall be based on the unused portion of the charges.

### Fee Remittance

1. All fees collected for learning resources shall be remitted by schools, less a 5% holdback to Finance by November 15th and shall form part of the general revenue. The holdback is due to Finance by July 5th.
2. All other fees collected shall be retained by the school.
3. Continuing Education fees shall be remitted to Financial Services on a monthly basis, no later than the 20<sup>th</sup> of the following month.
4. Outreach will remit Learning Resource Fees, less a 5% holdback, on a quarterly basis

### Fee Collection

1. School Fees Collections shall be as per the following:
  - a) School Principals shall have the authority to waive fees in the event of evidence of financial hardship. A listing of fees by student not collected by June 30 shall be provided to Financial Services.
  - b) Parents will be advised by the school of payment options and encouraged to use installment payments if they are unable to pay the full amount.
  - c) Unless the school fees are waived:
    - Schools will issue a reminder letter to parents for any fees not collected, or placed on periodic payments by October 30th.
    - Schools will issue a second reminder letter for outstanding fees by November 20th.
    - Prior to forwarding outstanding accounts to a Collection Agency, a list of accounts will be submitted to Financial Services where a reminder letter will be sent to all outstanding accounts.
    - All outstanding accounts not collected will be forwarded to a designated Collection Agency. The school/department will submit these accounts to a Collection Agency anytime after December 31st. Principals are encouraged to delay forwarding of outstanding accounts to a Collection Agency until school resumes following the Christmas break. Parents who arrange payment on an installment basis should not be forwarded to a Collection Agency.
  - d) Partial fee collection should be applied first to Learning Resource Fees and then all other fees.

**Penalties**

1. Schools may charge a fine for lost or unduly damaged textbooks and equipment. Fines for textbooks should be based on the following:
  - a) Normal life expectancy of a textbook which is expected to be 5 years.
  - b) Students should be charged the prorata amount based on the age of the textbook up to 5 years. After 5 years, the fine should be 1/5 of the purchase price of the replacement textbook.
2. Replacement cost may be determined through the Learning Resource Service Centre.
3. All non-payment of damage costs may be treated in a manner similar to non-payment of fees.

**Unacceptable Fees**

- Damage deposits (caution fees) – the deposit for the proper use and return of textbooks.
- Workbook Fees

ELK ISLAND PUBLIC SCHOOLS SCHOOL FEES  
ADMINISTRATIVE PROCEDURES

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Appendix I

**Definitions**

*Core (Basic) Courses*

- Includes any course of study in which enrollment is **mandatory** per the “Government of Alberta Curriculum Handbook” for all students
  - Elementary and Junior High including : English Language Arts, Mathematics, Science, Social Studies, Information and Communication Technology, Physical Education, Health and Life Skills, (Art and Music for Elementary only)
  - High School including: up to level 20 Math , up to level 20 Science, up to level 30 Social Studies, up to level 30 English Language Arts, Physical Education 10, Career and Life Management

*School Generated Funds (definition taken from AB Education Preparation of School Jurisdiction Audited Financial Statements)*

- Includes monies collected which have arisen from school-based activities that come under the control and responsibility of school management
- Includes monies raised from fundraising, donations and grants to the schools, and non-instructional student fees including field trips
- School generated funds do not include Learning Resource Fees or Consumable Fees for Specific Non-Core Courses. These are categorized as Credit Enrolment Unit-related activities and any fees collected pursuant to Section 60(2) of the School Act for instructional supplies and materials. These fees are to be included as Instruction Resource Fees.

*Cost Recovery*

- Direct cost associated with the program

**School Fees**

**School Fees Within the Operating Budget**

*Learning Resource Fees – Core Course – Instructional Student Fee (School Act 60(2)(j))*

- Fees with respect to instructional supplies and materials that strengthen and enhance existing curriculum for students
- These fees cover resources for all core courses

*Consumable Fees – Specific Non-Core Course – Instructional Student Fee (School Act 60(2)(j))*

- Consumable fees cover only a portion of the services, resources and materials provided in each specific non-core course (e.g. food studies, information processing, drama, horticulture).
- All Consumable fees charged for a specific course are used for the course and are provided for personal use or consumption. (e.g., CTS materials)
- No capital equipment replacements should be purchased with consumable fees.
- These fees will be collected and maintained at the schools during the year, and at year-end the revenue (fees) and related expenses will be transferred into operations.

*Penalties*

- Penalty fees for lost or damaged textbooks and equipment shall be transferred to operations at year end if the replacement/repair is not purchased through school generated funds.

**Definitions (continued)**

**School Fees (continued)**

**School Fees Within School Generated Funds (SGF)**

*Consumable Fees – General Student Fee (Non-Instructional Student Fee)*

- Includes the sale or rental of goods and services which are complementary to programs, services and activities. (e.g. clubs, extra-curricular activities, athletics, teams, uniforms, student council fee, student agendas, art groups such as drama, choral and band, yearbooks, photographs, graduation, clothing, and supervision fees)

*Field Trip Fee – Core and Non-Core Courses (School Act 60(2)(h))*

- Schools may provide educational, cultural or recreational trips for a fee. (Distinct from LR Fee)

**School Generated Funds**

School Generated Funds encompass fundraising activities, non-instructional student fees (listed above), and donations and grants to schools