

Administrative Procedure 505

PUBLICLY FUNDED BASIC EDUCATION AND ADDITIONAL FEES

Background

Grounded in Catholic social teaching, the District upholds that all students are to have fair and equitable access, at no cost, to the basic resources and materials required for publicly funded education as provided by the Government of Alberta.

Procedures

1. Any item that a principal determines as mandatory to the basic education of a student shall be provided free of charge.
2. Fees for adult students shall be set yearly by the Superintendent.
3. Fees for foreign students shall be set yearly by the Superintendent.
4. Fees for academies, focus programs and elite teams will be set yearly by the Principal in consultation with the Assistant Superintendent, Educational Planning and Administrative Services and the Assistant Superintendent, District Operations and Information and Infrastructure Technology Services.
5. Fees for bus passes shall be set yearly by the Assistant Superintendent, Educational Planning and Administrative Services.
6. A caution deposit (refundable damage deposit for textbooks) of \$90 may be charged to students in high school. If caution deposits are charged by a school, accounting records must be kept regarding refunds when a student exits the school.
7. Fees may be charged to cover the cost of field trips, as needed, throughout the school year. Principals may not charge an upfront flat fee for field trips. If a junior or senior high school principal charges for field trips as part of a complementary course fee structure, parents will be advised as to the nature and cost of each trip and provided with full disclosure as to the costs for the trip as part of their student's registration in that course.
8. Complementary Course fees may be charged to help offset the costs for optional subjects in the junior or senior high level which involve specialized equipment, extraordinary materials which may be used for projects, or activities outside the school (i.e . music, CTF/CTS modules, art, Phys. Ed. 20/30). Fees may be charged as needed throughout the year for projects that become the property of students. Guiding principles for the determination of these fees are as follows: the cost of basic resources for every course are included in the allocation for that student; if field trips/camps are built into the fee for the course, the cost per student for each trip is to be provided to students as part of registration in that course; the maintenance costs of general use technology are built

into the Supplemental Educational Fee; and if a student cannot afford a complementary course fee, the Principal is to consider waiving that fee.

9. Principals will provide items and services that are part of a basic education, school infrastructure, and human resources, at no charge. This includes, but is not limited to: textbooks, workbooks, bibles and photocopies; all consumable materials to carry out the Program of Studies (i.e. paper, art, science, gym equipment); staff-used technology and equipment (i.e. computers, photocopier, FM system, SMART Board, etc.) and maintenance thereof; library/learning commons/makerspace materials; any staffing costs; lockers and locks, lunchroom, PE/recess equipment; mandatory curricular/program specific whole school activities/celebrations; awards/student recognition; Wi-Fi, SMARTboard, or other infrastructure based site licenses; and Identification Cards. This includes mandatory items that teachers request students to use for their courses that cannot be purchased by retail and items or resources that you would expect to be property of most or all Alberta schools.

10. Principals may charge Supplemental Educational Fees to offset the costs for items or activities that the school determines to be mandatory, but which are not directly tied to the Program of Studies. This includes, but is not limited to: agendas; all student-used software, apps, and site licenses; technology/specialized equipment user fees (student-used technology, musical instruments, etc.) headphones; non- or co-curricular/program specific whole school activities (cultural presentations, musical presentations, plays, student council, student union etc.); communication envelopes/pouches; and PE apparel, if mandatory at the elementary and junior high levels. This includes items that the Principal requires all students or students in a particular level to obtain from the school.

11. The maximum amounts for the Supplemental Education Fees, as described in #10 above, have been set as follows:

Kindergarten:	\$30
Grades 1-6:	\$50
Grades 7-9:	\$60
Grades 10-12:	\$90 (not including \$90 refundable caution deposit)

12. Principals may charge individual user fees for a specialized piece of equipment/resource for a grade level's Program of Studies that the student will keep and reuse in future years as part of the Program of Studies and for activities or resources that are optional for the student. This includes, but is not limited to: examinations for specialized programs of choice (i.e. IB and AP), recorders and mouthpieces; hand bell gloves; replacement of lost resources or those that have been damaged beyond use; social activities (i.e. dances); hot lunches; yearbooks; extracurricular teams; clubs that require specialized materials that students consume; optional fitness program/fitness room access; optional apparel; refundable cap and gown rental; and farewell/graduation activities.

13. Classroom supply lists are to be reviewed by the Principal and are to reflect a reasonable idea of what an individual student would use in a year. Students are not to be asked to provide supplies for communal use.

14. By May 31 of each school year, the Principal will submit a fee structure plan to the Assistant Superintendent, District Operations and Information and Infrastructure Technology Services that includes all fees charged to students, including, but not limited to: Supplemental Education Fees, complementary course fees, individual user fees, academy fees, focus program fees and elite team fees. These fees are to be determined in consultation with the School Council. All school based fees and District transportation fees will be posted on each school's website.
15. Fees may be waived partially or completely in the case of financial hardship at the discretion of the Principal. Parents/Guardians may either meet with the Principal or submit the request for full or partial waiving of fees in writing to express the circumstances of their need.
16. Fees may be refunded partially or completely in the instance where a student is no longer receiving the services or goods for which the fee was charged, based on whether the cost that the fee was intended to cover has been incurred at the time that the student ceases to receive the service or goods. This will be determined at the discretion of the Principal. Parents/Guardians may either meet with the Principal or submit the request for full or partial refund of fees in writing to express the circumstances of their request.
17. A parent may appeal, in writing to the Assistant Superintendent, District Operations and Information and Infrastructure Technology Services, either the amount of a fee or the payment of a fee or cost if not satisfied with the decision by the Principal.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, June 18, 2013, March 15, 2016, January 16, 2017, June 30, 2017, August 16, 2017

Reference: Section 18, 20, 21, 30, 49, 51, 55, 60, 61, 96, 113, 116, 117 School Act