SCHOOL FEES

Background

The district assembles an annual committee of principals, accounting department personnel and superintendents to review school fees and district principles for school-based fees. Principals on the committee represent all Districts divisions (I to IV).

The committee collects fee schedules from all schools in the district. The committee reviews all fee schedules, considers all the issues and explores options.

Procedures

1. District Fee Principles for 2018-2019 2019-2020
   1.1 Schools are to strive to have the lowest fees possible.
   1.2 There will be no fees for basic instructional resources for core courses (Math, Social Studies, English, Science, Religion). Schools must ensure fees for core courses are for enhancements only.
   1.3 All fees for a school must be justified, presented to the School Council or Advisory Council and approved by the School Council or Advisory Council. This is to be recorded in the School Council minutes.
   1.4 There must be provisions at each school to waive fees for students who cannot pay. These provisions must be communicated clearly and explicitly to parents and students. The provision must include the ability for parents to apply to a principal (in writing or in person) for the complete waiver, refund or reduction in fees. As principals know their school communities best, principals have full discretion to provide waiver, refund or reduction of school fees. In the event that a parent disputes the principals’ decision, a parent may appeal to the secretary-treasurer or delegate with respect to fees and costs.
   1.5 School fees must only be used for the purpose for which they were collected. No profit from school fees is allowed. Fees are to be spent in the year in which they are collected. Schools shall specify to the School Council, in the event of an unanticipated surplus, appropriate measures for disbursement of these funds. This is to be recorded in School Council minutes.
   1.6 Schools shall distribute to parents, at the same time as the Parent Information Letter, an indication of any additional fees that may be collected during the year. This is to include fees that are collected subsequently, for such activities as field trips and be as accurate as possible. The listing is to detail what each fee is for and the approximate fee amount. As much as possible, schools are to specify when the fee would be collected and total fees to be collected.
1.7 Principals will be required annually through **ACORN RYCOR** to report on subsequent fees collected after initial fee schedules.

1.8 Field trips must be planned well in advance and parents given appropriate notice. Additionally, the number of field trips each student is involved in must be of a reasonable number and have a strong curriculum fit. Field trips are to be analyzed for cost/benefit related to improved student achievement and must comply with the district’s field trip administrative procedure.

1.9 Fees for student selected courses are to be consistent for all similar type course offerings for schools in the same district in the district (i.e., CTF, PE, Art, etc.). Principals will collaborate in meeting this recommendation in their Family of Schools. Schools that provide CTF instruction to students from a different school must ensure CTF fees are the same between schools.

1.10 Principals are to be sensitive to, and monitor carefully, the number of school activities that would involve requesting funds from parents (i.e., pizza days, book clubs, fundraisers, field trips, school supplies, etc.).

2. **Guidelines and Recommendations for Handling Fee Monies from Parents/Students**

   2.1 Schools shall not use the term “mandatory” or “compulsory” for fees.

   2.2 The **ACORN RYCOR** School Fee form must be used to set and show endorsement of fees by the principal and School Council Chair (or Advisory Council member).

   2.3 Fees collected for materials and resources must be used for “the students’ personal use or consumption, and to enhance the quality and relevance of education for learners”. Fees must be used for consumable materials and resources, not equipment. Fees must not be used to purchase equipment and non-consumables. Principals are expected to use a portion of their scale of issue budget to cover the costs of instructional resources.

   2.4 Principals must ensure that noon supervision fees do not exceed district maximums ($80/yr.). The family maximum per school is $160/yr. Families are defined as two or more children.

   2.5 The district’s fee module, **ACORN RYCOR**, is used to track and summarize the collection of fees. Invoices for each student will be produced from **ACORN RYCOR** by each school, detailing the fees charged, as well as, additional items.

   2.6 A feature of **ACORN RYCOR** is the option for parents to pay fees online, using MasterCard, Visa and Debit cards. The district and schools are to encourage this method of payment as a convenience for parents, as well as, reducing the administrative burden for school staff, especially at key times during the year.

   2.7 All curricular and extracurricular fees and optional charges will be held at the district level. The fees collected through the online payment process and by in-school payments will be accessible to principals through their scale of issue budget. This practice allows the district to fully utilize the **ACORN RYCOR** Fee Module system and will provide better district and government reporting.
2.8 Fees paid by cheque or cash are to be recorded in ACORN RYCOR and deposited into the school bank account (exception transportation - see below) and subsequently be remitted, along with documentation, to district office on a timely basis. These fees are to be recorded in a Due to District Office account, not a fee account.


2.10 Fees cannot be made payable to a School Council or to a Society. A Society or School Council cannot collect or deposit to their bank account any District fees.

2.11 All monies collected at the school shall not leave the school except for the sole purpose of depositing them in the bank account. Monies cannot be removed from the premises for the purpose of counting. For the protection of staff and volunteers, and for double verification of funds, monies are to be counted with a minimum of two individuals present.

2.12 All monies shall be deposited regularly. The duties of preparing and making the deposit must be separated, so that the same person does not undertake both tasks. Monies shall be deposited when funds in the school equal $500 or, if there is less than $500, deposits shall be made at least once a week.

2.13 Fees are expected to be collected on a cost recovery basis. Surpluses exceeding 3%-5 per cent of fees collected must be documented with School Councils and a plan to either carry-forward or refund fees must be communicated to staff and parents. As with waivers, in the event of a dispute or conflict, a parent may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns. The Secretary-Treasurer or delegate may appeal to the secretary-treasurer or delegate with their concerns.

2.14 Principals cannot issue tax receipts for “fees for service”. A fee shall not be treated as a donation, nor shall a tax receipt be issued under the guise of a fee being a donation. Requests for donations shall not appear on school fee invoices. Donations must be given with no expectation of anything in return.


3.1 Agenda, Locks, IDs and Lanyards

<table>
<thead>
<tr>
<th>Grade</th>
<th>2017-2018 Maximum</th>
<th>2018-2019 Maximum</th>
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</thead>
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<tr>
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<td>$10</td>
</tr>
<tr>
<td>Junior High</td>
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<td>$10</td>
</tr>
<tr>
<td>Senior High</td>
<td>$10</td>
<td>$10</td>
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</tbody>
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3.2 Fees for Optional Courses

- Resources and materials for enhanced programs at senior high schools;
● Includes CTF Fee in junior high (to a maximum of $36 - $40);
● Must be reasonable within the context of all fees collected.

3.3 Activity Fees
● Field trips and presentations for enhanced programs;
● Must be reasonable within the context of all fees collected;
● Includes core subjects and student selected courses in junior high.

Please note: Annual total of agenda, locks, ID card, lanyard fees, fees for optional courses, Activity Fees and monies collected subsequently for curricular field trips are not to exceed $70 for kindergarten, $75 for elementary and $80 for Grade 7 and $115 for Junior High Grade 8 and 9. (Grade 7 maximum reduced from $115 to $80, except for those who participate in junior high CTF).

3.4 Noon Supervision Fee
● To a maximum of $8/student/month, family maximum per school of $16/month;
● School communities may establish lunchroom fees that address their local needs within this maximum.

3.5 District Instrumental Rental Fee
● The district has currently in place an Instrument Rental Fee for both junior and senior high schools in band, which remains unchanged at:
  $100: Instrument rental

3.6 Transportation Fees
● Designated School and more than 2.4 kms on Yellow Bus - $0
● Designated School and more than 2.4 kms on Calgary Transit\(^1\) - $20.40 - $22.10/month
● Program of Choice or less than 2.4 kms on Yellow Bus\(^2\) - $27/month
● Program of Choice or less than 2.4 kms on Calgary Transit\(^3\) - $75 - $77/month

\(^1\) $20.40 - $22.10 is equal to Youth Bus Pass purchases of $75 - $77 less district rebate of $54.90
\(^2\) To a family maximum of $54 (Fee is the same as 2017-2018)
\(^3\) Cost is based on purchase of Youth bus Pass, not funds paid to the district

Approval Date:  June 5, 2018 – June 28, 2019

Reference:
Bill 1 - An Act to Reduce School Fees
Regulation to Bill 1
Section 18, 20, 21, 60, 61, 96, 113, 116, 117 School Act
Parent Information Letter
http://www.cssd.ab.ca/parents/fees/
AP 560 - Transportation