

**DATE:** June 20, 2017

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Bill 1 – Implementation Plan re: Instructional and Transportation Fees  
(Response to Request for Information #216)

**ORIGINATOR:** Todd Burnstad, Chief Financial Officer  
Lorne Parker, Executive Director, Infrastructure

**RESOURCE  
STAFF:** Geoff Holmes, Linda McConnell, Madonna Proulx, Carrie Rosa, Christopher Wright

**REFERENCE:** [\*Bill 1: An Act to Reduce School Fees\*](#)

---

**ISSUE**

The following information was requested:

*A plan for both instructional and transportation fees as well as highlight any potential issues moving forward.*

**BACKGROUND**

In March, the provincial government introduced *Bill 1: An Act to Reduce School Fees*. The Bill recently passed in the Legislature and will be in force for the 2017-2018 school year.

The new legislation will impact how the District charges for fees and how information is reported back to the provincial government.

Key highlights for 2017-2018 from *Bill 1: An Act to Reduce School Fees*:

- We are no longer permitted to charge fees for instructional materials or supplies.
- *Bill 1* removes transportation fees for students who are attending their designated schools and reside 2.4 kilometers away or farther.

In lieu of charging these fees, funding has been provided to the District for the 2017-2018 school year based on information reported in our 2015-2016 Audited Financial Statements.

**CURRENT SITUATION**Basic Instructional Supplies and Materials:

A Guide to School Fees has been created to assist schools in the setting of their school fees for the 2017-2018 school year (Attachment I).

- To ensure the District is compliant with the new legislation, for the 2017-2018 school year, all fee schedules must include a comparison of fees from the 2016-2017 school year to the 2017-2018 school year.
- Increases in fees greater than 5 per cent on a per student basis must be explained/justified.
- In all cases where there is a fee, or sale of good or service, schools must have documentation to support the amount being assessed.

- Schools are required to complete and submit a copy of their 2017-2018 Fee Schedule using the template provided by the Province (Attachment II).
- More detail on school fees is available in the guide and the Q&A document (Attachment III).

Second, as part of *Bill 1*, school districts are no longer able to charge for instructional supplies or materials, which include items like textbooks, workbooks, etc.

- Schools may continue to send supply lists home to families to provide additional supplies like pencils, scribblers, duotangs, etc.
- As part of the guide, we have included 'suggested standard school supply lists' for Grades 1 to 9.
- These lists were created based on input from principals and will be used as part of a pilot project by the 11 schools opening this fall. Schools are encouraged to use these lists, but it is not mandated.

As *Bill 1* will have a financial impact on schools, the District has provided additional funding to schools as part of the 2017-2018 Spring Proposed Budget.

- For elementary and junior high schools, a \$10 per student allocation will be provided. This is intended to offset the costs that can no longer be charged as a school fee.
- High schools will receive a \$10 per student allocation. They will also receive an allocation equal to 100 per cent of the actual amount collected in 2015-2016 related to the Textbook Rental Fee, which can no longer be charged.

#### Transportation Fees:

A Transportation fee schedule that reflects changes under *Bill 1* will be submitted to the Minister for approval using the template provided by the Province (Attachment II). The key changes include:

- Removal of yellow bus transportation fees for approved riders who attend:
  - Their designated school and reside at least 2.4 km away.
  - A District Centre special needs program or an inclusive setting at their designated school.
- Reducing the cost of transit (ETS) passes for students who attend:
  - Their designated school and reside at least 2.4 km away.
  - A District Centre special needs program or an inclusive setting at their designated school.
- Updating the replacement cost of an ETS pass (an increase of 2.8 per cent) to reflect the actual cost to the District effective September 2017.

Transportation fees will be posted on the District's website in August once approval of the fee template is received.

To assist with the sale of bus passes, schools will be provided with a list of enrolled students eligible for a reduced or waived transportation fee under *Bill 1*. Lists will be available in mid-August and will be updated on a regular basis as students change their home address throughout the school year.

Schools will be required to report the students that are issued a pass at a reduced or waived fee as a result of *Bill 1*. Guidelines will be developed and sent to schools by mid-August.

#### Communication plan:

Communications has drafted a strategic plan to share information about the impact *Bill 1* will have on families and school communities. Communications continues to provide support to our Central units and schools. The strategic plan addresses what will be provided to parents before the end of the 2016-2017 school year and the plan for 2017-2018 school year.

## 2016-2017 communication

- Due to the time constraints, material that is provided to families before the end of this school year is high level (Attachment IV). Schools will be encouraged to post the material to SchoolZone, with a commitment to provide more information in August, before school starts.
- Communications will provide messaging to schools to support the material.
- Communications will also provide messaging to schools related to transportation.

## 2017-2018 communication

- Fees will be posted online to each school website mid-August; this will be done centrally so there is no impact to schools.
- Communications will create a suite of materials for schools and families, including social media posts, new content for epsb.ca, graphics/visuals.

## KEY POINTS

- Due to the logistical challenge of providing fee information by the June 30<sup>th</sup> deadline, specifically related to non-curricular travel, extracurricular fees (including sports teams) and activity fees (field trips) the Province has provided an extension to submit the per student fee amount before September 15, however, the total fees being charged for these categories still needs to be included with the package due by June 30.
- School jurisdictions are required to obtain approval in writing from the Minister on any fees “not set out in the boards currently reviewed fee schedule” (new fees not currently charged) or “proposed to be increased by an amount that exceeds 5 per cent” (per student), compared to the Boards currently reviewed schedule. (Note: field trips and non-curricular travel do not require written ministerial approval, although these fees will be reviewed.)
- School jurisdictions must submit copies of District policies/regulations reflecting compliance with the *Bill 1* regulations by June 30, 2017.

## NEXT STEPS

Edmonton Public School Board will submit all the required information to the Province on or before Friday, June 30, 2017. Following approval of the fee schedules by the Minister, copies of the individual schedules will be posted on each school website.

## ATTACHMENTS and APPENDICES

ATTACHMENT I	Bill 1 – Guide to School Fees
ATTACHMENT II	Fee Schedule/Template provided by the Province
ATTACHMENT III	District Fee Guide Q&A
ATTACHMENT IV	June communication handout

TB:ja



# Guide to School Fees

Draft

*May 1, 2017, updated May 12, 2017*



# TABLE OF CONTENTS

---

<b>Bill 1: An Act to Reduce School Fees</b>	<b>3</b>
Instructional Supplies or Materials	3
Transportation fees	3
<b>Edmonton Public School Board's Guide to School Fees</b>	<b>4</b>
Changes for 2017-18 school year: Fees that cannot be charged	4
Transportation Fees	4
Changes for 2017-18 school year: Fees that can be charged	5
Checklist for schools	6
School supply list samples	7
Fee schedule sample	12

# Bill 1: An Act to Reduce School Fees

---

In April 2017, the Alberta government passed legislation to reduce school fees for Alberta families. The first phase of the legislation comes into effect September 1, 2017 and contains provisions to prevent school authorities from charging for instructional supplies and materials and from charging transportation fees for eligible students taking the bus to their designated school when they reside 2.4 kilometres or more away.

It is expected that Phase II will be rolled out for the 2018-2019 school year and will address additional fees such as lunch supervision, complementary course fees and others.

## **Instructional Supplies or Materials**

As of September 1, 2017, public school boards will no longer be permitted to charge fees for instructional supplies or materials.

Included in this category are fees for:

- Textbooks (not including a refundable deposit)
- Workbooks
- Photocopying
- Printing and paper supplies
- Any common fees charged to an entire student body or grade cohort (school boards often refer to such fees as instructional fees, instructional materials, or basic fees).

## **Transportation fees**

Through the *School Act* and the *Student Transportation Regulation*, boards are required to provide transportation to and from a student's designated school, if the student resides 2.4 kilometres or more away from this school. *Bill 1* removes bus fees for these students.

# Edmonton Public Schools' Guide to School Fees

---

Edmonton Public Schools is committed to fulfilling the requirements made in *Bill 1: An Act to Reduce School Fees*. Compared to previous years, there are a number of changes to the way we set and assess fees.

***Note: The guide will continue to be updated as new information around Bill 1 is received.***

The categories stipulated in the document have been determined by Alberta Education; Edmonton Public Schools is required to adhere to these categories.

Although *Bill 1* has removed some fees for parents, there are fees that schools are still permitted to charge. If parents are unable to pay the school fees, they are encouraged reach out to their principals.

**If students haven't or are unable to pay optional fees, schools must provide students with the necessary knowledge and information to be able pass the course. No student should be denied access based on their ability to pay or not pay a fee.**

## Changes for 2017-2018 school year: Fees that cannot be charged

As per *Bill 1*, there are a number of instructional supplies and materials that can NO longer be charged:

- **Textbook rental fees** - Schools can no longer collect a textbook rental fee, unless it is a refundable deposit.
- **Workbooks** - if workbooks are used for instructional purposes in the classroom, no fee can be charged. This includes workbooks that are sold individually or in combination with other supplies.
- **Printing and photocopying** - fees for printing and/or photocopying cannot be charged. Schools cannot include printing/photocopying paper on supply lists.
- **Technology user fees** - schools cannot charge to rent computers (or other electronic devices), software applications or any other technology-related infrastructure.
- **Registration fees** - schools cannot charge a non-refundable registration/administration fee. This includes registration fees for distance learning.
- **Common/blanket fees** - Schools cannot charge fees categorized as "kindergarten fees," "registration fees," "enrichment fees," "resource fees," "program fees," etc.

## Transportation Fees

Transportation fees are set annually by Student Transportation and are approved by the Board of Trustees each year.

While *Bill 1* stipulates fees that cannot be charged, Edmonton Public Schools is awaiting the province's regulations to fully develop its transportation plan for 2017-2018. We anticipate receiving the regulations in early June and will provide schools with more information as it becomes available.

## Changes for 2017-2018 school year: Fees that can be charged

While *Bill 1* stipulates the kinds of fees that cannot be charged, schools are still permitted to charge some fees, in accordance with the District's rules and regulations.

***Regardless of the fee, or sale of good or service, schools must have documentation to support the amount being assessed.***

Examples of fees that may continue to be charged include:

- **Refundable textbook deposit** - junior and senior high schools may implement a Refundable textbook deposit where a \$75 fee is collected from students their first year at the school. Assuming all textbooks are returned in good condition, a refund equal to the same amount paid will be issued once the student leaves the school.
- **Agendas** - Schools may continue to charge for agendas, however they have to be clearly identified as "optional." Parents should have the choice of providing their own agenda or purchasing one from the school. If schools require students to have the school agenda, it needs to be provided at no cost.
- **Lunch supervision fees** - Schools may continue to charge a fee for students who use supervised lunchroom facilities.
  - The District's Administrative Regulation [HH.AR](#) outlines the process for calculating and assessing these fees.
  - Schools must use the Lunch Supervision Calculator located in Finance Live.
- **Alternative program fees** (that does not include workbooks and photocopying) - If you believe the enhanced material is necessary for the program and no other alternative can be used (such as posting the information online), then you can include the enhanced materials on the fee sheet, which must be categorized as "enhanced resources." Schools must be able to substantiate and defend the fee.
  - Schools cannot classify it as "blanket fee" or even "Cogito fee" because that does not describe how the fee is being used.
- **Optional (complementary) courses** (Band, Fine Arts, Career and Technology Studies)
  - *Bill 1* does not change the ability for schools to charge fees for CTS or other optional courses:
    - These fees must be identified as optional; information must be provided to parents about what the fee is covering.
    - The fee cannot include instructional materials.
    - If there is a difference in fees from one grade to another, they must be accounted for separately.
- **Activity (field trip) fees** - Schools can continue to charge fees for things like in-school presentations, residencies (artistic or athletic) or off-site learning opportunities.
  - Fees must clearly stipulate what is being charged.
  - For example, a field trip to Fort Edmonton must detail how much of the fee is being used for transportation, admission and other items.
  - Starting in September 2017, field trips forms generated through PowerSchool will include a breakout of the itemized costs.



- If the field trip is related to a course, schools cannot include the cost of a supply teacher in the field trip fee.
- **Extra curricular fees** (clubs, sports teams, intramurals) - Schools may continue to charge fees for programs designed to broaden the school experience.
  - The fees for clubs and sport teams must clearly identify what is being charged.
  - If travel is required, refer to the Non-curricular travel section below.
- **Non-curricular supplies, materials and services (examples of items that can be charged):**
  - Locks
  - Agendas/kanga pouches
  - Study Keys (not being used in the classroom, for the student to use at home, for extra practice)
  - Graduation fees (not tickets to an event, but gown rental, etc)
  - Student Union Fees
  - Fitness centre access
- **Non-curricular travel** (travel experiences not connected to a course) - Schools can continue to charge fees for travel, accommodation and admissions charged for extended travel, whether it's related to arts, athletics or international travel.
  - Fees must clearly articulate what is being charged.
  - For example, a field trip to Calgary for a tournament must detail transportation, admissions, accommodation and any other applicable charges.
  - For travel that isn't connected to a specific course, fees can include the recovery costs of supply teachers.
- **Other sales and services**
  - Cafeteria sales, hot lunches and milk programs
  - Special events: these include ticket sales for events such as graduation (banquet, convocation), drama, music, art or athletic events.
  - Sales or rentals of other supplies/services: these include the sale of optional goods and services such as yearbooks, pictures or school spirit wear.
  - Lost item replacement fees: schools may assess a cost-recovery fee for lost items such as textbooks, library books, ID cards.
  - Schools may continue to have photocopy and printer cards for students, but they must be clearly identified as "optional." Students have the choice to use printers and photocopiers at school or their own devices at home. The printing of core course material has to be provided to the student at no charge.
- **Kindergarten fees** - Schools can no longer charge a common/blanket fee for Kindergarten. As mentioned previously, what you're charging for must be itemized. For example, a field trip (activity fee) can be charged and kindergarten supplies can continue to be charged.

We have not received clarification around items like Kinder Cooking or special craft fees. As such, if fees are going to be charged, they have to be clearly identified as "optional." If the fee is not paid, the school must provide the basic supplies or materials. Parents are still responsible for purchasing school supplies, however, if schools are purchasing supplies in bulk on behalf of parents, they may continue to do so on a cost-recovery basis. Schools must clearly communicate with parents about what they are receiving for this fee.

## Checklist for schools

To assist schools, here's a quick checklist related to school fees:

- ☐ Does the fee relate to a good or service provided to the student without which the student could not meet the required learning outcomes of the Guide to Education at a basic level? If the answer is yes, no fee can be charged.
- ☐ Does the fee being assessed clearly articulate what is being charged? For example, a field trip to the Telus World of Science would stipulate \$4 for transportation and \$8 for admission
- ☐ Does the fee use the name that describes the fee? (i.e., blanket or common fee cannot be used, as it does not articulate what the fee is for)
- ☐ Is this an optional fee? If so, it must clearly identify it as being optional, not mandatory.
- ☐ All fees must be clearly documented and supported. They should also be approved by the principal. A copy should be retained on file at the school.
- ☐ Are the fees collected being used for their intended purposes? (i.e., if the fee is assessed and communicated as being for a field trip - admission and transportation - there should be no expenses for a snack or supplies)

## School supply list samples

As part of *Bill 1*, school districts are no longer able to charge for instructional supplies or materials, which are items like textbooks, workbooks, etc.

Schools may continue to send supply lists home to families to provide additional supplies like scribbles, pencils, duotangs, etc. As part of the guide, we have included suggested school supply lists for Grades 1 to 9. Schools are encouraged to use these lists to help create consistency around the District; however, it is not mandated.

Quantity	Grade One
5	Duotangs (assorted colours)
4	Hilroy ½ blank ½ interlined exercise book
4	Hilroy interlined exercise book
20-24	HB pencils - Dixon Oriole (pre-sharpened)
1	Crayola 24 wax crayons
1	Pencil crayons (24)
1	Crayola 10 washable wide tipped markers
2-4	White eraser (large)
3	40g glue stick
1	Plastic pencil box
1	Fiskars 5" children's scissors (pointed)
2	Boxes facial tissue

Quantity	Grade Two
10	Plastic duotangs (assorted colours)
2	Hilroy ½ blank ½ interlined exercise book
1	Hilroy blank exercise book
2	Hilroy interlined exercise book
20-24	HB pencils - Dixon Oriole (pre-sharpened)
1	Crayola 24 wax crayons
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 10 washable wide tipped markers
2-4	White eraser (large)
1	Elmer's 120ml white glue
4	40g glue stick
1	Pencil sharpener with lid
1	Plastic pencil box/container
1	Fiskars children's scissors (pointed)
2	Facial tissue (boxes)

Quantity	Grade Three
1	200 pages ruled looseleaf
10	Duotangs (assorted colours)
4	Hilroy lined exercise book
20-24	HB pencils-Dixon Oriole (pre-sharpened)
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
2-4	White eraser (large)
1	Elmer's 120ml white glue
4	40g glue stick
1	30 cm clear plastic ruler (cm/mm)
1	Pencil sharpener with lid
1	Plastic pencil box
1	Fiskars children's scissors (pointed)
2	1" O ring binder
2	Boxes facial tissue

Quantity	Grade Four
1	200 pages ruled looseleaf
15	Duotangs (assorted colours)
4	Hilroy exercise book - 40 pages (8.5 x 11")
1	Hilroy 80 page 1cm x 1cm graph scribbler
20-24	HB pencils - Dixon Oriole (pre-sharpened)
1	Multipack pens
1	Highlighter
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
2-4	White eraser (large)
1	Elmer's 120ml white glue
2-4	40g glue stick
1	30 cm clear plastic ruler (cm/mm)
1	Pencil sharpener with lid
1	Plastic pencil box
1	Pointed scissors
1	Solar powered calculator
1	Boxes facial tissue

Quantity	Grade Five
1	200 pages ruled looseleaf
15	Duotangs (assorted colours)
1	80 page 4 x 1" graph scribbler
20-24	HB pencils - Dixon Oriole (pre-sharpened)
1	Pack multi colored pens
1	Highlighter
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
2-4	White eraser (large)
1	Elmer's 120ml white glue
3	40g glue stick
1	30 cm clear plastic ruler (cm/mm)
1	Plastic pencil box
1	Pointed scissors
1	Solar powered calculator
2	Boxes facial tissue

Quantity	Grade Six
1	200 pages ruled looseleaf
1	200 pages plain looseleaf
15	Duotangs (assorted colours)
20-24	HB pencils - Dixon Oriole (pre-sharpened)
1	Package multicolored pens
1	Highlighter
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
2-4	White eraser (large)
2	40g glue sticks
1	30 cm clear plastic ruler (cm/mm)
1	Box of reinforcements
1	Index dividers - pkg of 5
1	Pencil sharpener with lid
1	Plastic pencil box
1	Pointed scissors
1	Solar powered calculator
2	1.5" O ring binder
1	Geometry set
2	Boxes facial tissue

Quantity	Grade Seven
1	200 pages plain looseleaf
3	200 pages ruled looseleaf
1	Graph looseleaf 4 x 1" (50 sheets)
2	84 page 0.5cm x 0.5cm graph scribbler
1	1 coil bound scribblers
24	HB pencils - Dixon Oriole (pre-sharpened)
2	Packages multicolored pens
3	Highlighters
2	Sharpie fine tipped permanent marker (black)
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
2-4	White eraser (large)
1	40g glue stick
3	Index dividers - pkg of 5
1	Pencil pouch
1	Pointed scissors
1	30 cm clear plastic ruler (cm/mm)
1	Scientific calculator - TI30X
1	Roget's thesaurus
2	1" O ring binder
2	2" O ring binder
1	Combination lock - MasterLock
1	Geometry set

Quantity	Grade Eight
1	200 pages plain looseleaf
3	200 pages ruled looseleaf
1	Graph looseleaf 4 x 1" (50 sheets)
2	84 page 0.5cm x 0.5cm graph scribbler
1	1 coil bound scribbler
24	HB pencils - Dixon Oriole (pre-sharpened)
2	Packages multicolored pens
3	Red pen
2	Highlighter
1	Sharpie fine tipped permanent marker (black)
1	Crayola 24 pencil crayons (pre-sharpened)
4	Crayola 12 washable fine tipped markers
1	White eraser (large)
3	40g glue stick
1	Index dividers - pkg of 5
1	Pencil pouch
1	Pointed scissors
1	30 cm clear plastic ruler (cm/mm)
1	Scientific calculator - TI30X
2	Rogers Thesaurus
	1" O ring binder
1	2" O ring binder
1	Combination lock - MasterLock
1	Geometry set (4 piece)

Quantity	Grade Nine
1	200 pages lain looseleaf
3	200 pages Ruled looseleaf
1	Graph looseleaf 4 x 1" (50 sheets)
2	84 page 0.5cm x 0.5cm graph scribbler
1	1 coil bound scribblers
24	HB pencils - Dixon Oriole (pre-sharpened)
2	Packages multicolored pens
3	Highlighter
2	Sharpie fine tipped permanent marker (black)
1	Crayola 24 pencil crayons (pre-sharpened)
1	Crayola 12 washable fine tipped markers
4	White eraser (large)
1	40g glue stick
3	Index dividers - pkg of 5
1	Pencil pouch
1	Pointed scissors
1	30 cm clear plastic ruler (cm/mm)
1	Scientific calculator - TI30X
1	Roget's thesaurus
2	1" O ring binder
2	2" O ring binder
1	Combination lock - MasterLock
1	Geometry set



## Fee schedule sample

We have created sample fee schedules you may choose to use. All fee schedules must include a comparison of fees from the 2016-2017 school year to the 2017-2018 year. You will have to justify any increase in fees. If you have fees that aren't set, or cannot be estimated, please fill it in as TBD. It is important that you reflect all fees being charged in your fee schedule.

Sample fee schedules can be found on [StaffZone](#).

SAMPLE				School Jurisdiction Code:		
		School Jurisdiction Name:				
<b>TRANSPORTATION FEE REVENUE SCHEDULE</b>						
for the Year Ending August 31, 2018						
		<b>Proposed Per Student Fee 2017/18</b>	<b>Total Budgeted Proposed Fees 2017/18</b>	<b>Actual Per Student Fee 2016/17</b>	<b>Total Forecasted Actual Fees 2016/17</b>	<b>Per Student % Change</b>
<b>Transportation</b>						
	Eligible students: $\geq 2.4$ km to designated school		\$ -	\$ -	\$ -	0%
	Ineligible students: $< 2.4$ km to designated school	-	-	-	-	0%
	Ineligible students: to school of choice	-	-	-	-	0%
	Metro/Urban Transit Pass Differential	-	-	-	-	0%
	ECS Noon Hour Transportation Service	-	-	-	-	0%
	Non-provincial students $> 2.4$ km to prov. school	-	-	-	-	0%
	Fee for Transport to Secondary Address	-	-	-	-	0%
	Fee for Yard Service in Rural Area	-	-	-	-	0%
	Other Fee (please describe)	-	-	-	-	0%
	<b>Total Transportation Fees</b>		\$ -		\$ -	
<b>Approved By:</b>						
<b>Superintendent of Schools</b>			<b>Secretary-Treasurer</b>			

SCHOOL FEE REVENUE SCHEDULE						
for the Year Ending August 31, 2018						
		Proposed Per Student Fee 2017/18	Total Budgeted Proposed Fees 2017/18	Actual Per Student Fee 2016/17	Total Forecasted Actual Fees 2016/17	Per Student % Change
<b>Basic Instruction Supplies</b>						
	Textbooks, workbooks, photocopying, paper	\$ -	\$ -	\$ -	\$ -	0%
	Resources incidental to instruction					
	- Common/General fee for grade ECS	-	-	-	-	0%
	- Common/General fee for grades 1-6	-	-	-	-	0%
	- Common/General fee for grades 7-9	-	-	-	-	0%
	- Common/General for grades 10-12	-	-	-	-	0%
	- Common/General fee for grade (x)	-	-	-	-	0%
	- Bulk supply purchase fee for parents	-	-	-	-	0%
	- Other <b>Specified</b> fee (please describe)	-	-	-	-	0%
	- Other <b>Specified</b> fee (please describe)	-	-	-	-	0%
	<b>Total Basic Instruction Supplies</b>		\$ -		\$ -	
<b>Technology User Fees</b>						
	Other (please describe)	\$ -	\$ -	\$ -	\$ -	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Technology User Fees</b>		\$ -		\$ -	
<b>Alternative Program Fees</b>						
	Other (please describe)	\$ -	\$ -	\$ -	\$ -	0%
	Other (please describe)	-	-	-	-	0%
	Fees paid to Society A (Per student only)*	-	-	-	-	0%
	Fees paid to Society B (Per student only)*	-	-	-	-	0%
	<b>Total Alternative Program Fees</b>		\$ -		\$ -	
*Do not include alternative fees paid to societies in the total for this category.						
<b>Fees for Optional Courses</b>						
	Art	\$ -	\$ -	\$ -	\$ -	0%
	Band	-	-	-	-	0%
	CTS (please describe)	-	-	-	-	0%
	CTS (please describe)	-	-	-	-	0%
	Drama/Theatre	-	-	-	-	0%
	Food Studies	-	-	-	-	0%
	Fine Arts	-	-	-	-	0%
	Music	-	-	-	-	0%
	Physical Education	-	-	-	-	0%
	Second Languages	-	-	-	-	0%
	Sports Performance	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Fees for Optional Courses</b>		\$ -		\$ -	
<b>Non-Curricular Travel</b>						
	Other (please describe)	\$ -	\$ -	\$ -	\$ -	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Non-Curricular Travel</b>		\$ -		\$ -	

		Proposed Per Student Fee 2017/18	Total Budgeted Proposed Fees 2017/18	Actual Per Student Fee 2016/17	Total Forecasted Actual Fees 2016/17	Per Student % Change
	<b>Early Childhood Services</b>					
	Enhanced (Full Day) ECS	\$ -	\$ -	\$ -	\$ -	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Early Childhood Services</b>		\$ -		\$ -	
	<b>Extracurricular Fees</b>					
	High School Sports Team (Regular Season)	\$ -	\$ -	\$ -	\$ -	0%
	HS Sports Team (Tournament Travel <150 km))	-	-	-	-	0%
	HS Sports Team (Tournament Travel 150 -325 km)	-	-	-	-	0%
	HS Sports Team (Tournament Travel 350 km+)	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Extracurricular Fees</b>		\$ -		\$ -	
	<b>Activity Fees</b>					
	Field Trips	-	\$ -	-	\$ -	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Activity Fees</b>		\$ -		\$ -	
	<b>Lunch Supervision And Noon Hour Activity Fees</b>					
	Annual/Monthly	\$ -	\$ -	\$ -	\$ -	0%
	Drop-In	-	-	-	-	0%
	<b>Total Lunch Supervision &amp; Noon Hour Activity Fees</b>		\$ -		\$ -	
	<b>Non-Curricular Goods and Services</b>					
	Agenda Books	\$ -	\$ -	\$ -	\$ -	0%
	Caution Fees/Refundable Deposits/Damage Fees	-	-	-	-	0%
	Fitness Centre	-	-	-	-	0%
	Library	-	-	-	-	0%
	Locker Rental	-	-	-	-	0%
	Locks	-	-	-	-	0%
	Student Council	-	-	-	-	0%
	Student ID	-	-	-	-	0%
	Uniforms	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	Other (please describe)	-	-	-	-	0%
	<b>Total Non-Curricular Supplies and Materials</b>		\$ -		\$ -	
	<b>Other Fees to Enhance Education</b>					
	Please describe	\$ -	\$ -	\$ -	\$ -	0%
	Please describe	-	-	-	-	0%
	<b>Total Other Fees to Enhance Education</b>		\$ -		\$ -	
	<b>Other Fees</b>					
	Please describe	\$ -	\$ -	\$ -	\$ -	0%
	Please describe	-	-	-	-	0%
	<b>Total Other Fees</b>		\$ -		\$ -	
	<b>TOTAL FEES</b>		\$ -		\$ -	
	<b>Enrollment</b>					
	<b>School Jurisdiction Eligible Funded Students</b>	Grades 1 to 9	-		-	
		Grades 10 to 12 FTE	-		-	
		Total	-		-	
		ECS Eligible Funded	-		-	
		FTE ECS Enrolled	-		-	
	<b>Reviewed By:</b>					
		3				

	Superintendent of Schools		Secretary-Treasurer			

FEE REVENUE TEMPLATE					
SAMPLE					
School Jurisdictions are expected to provide detailed explanations for all variances greater than 5%. These are highlighted in red in the Fee Revenue Template for your identification.					
Fee Description	Explanation of Fees with Per Student % Change > 5%				
<u>Transportation</u>					
<u>Basic Instruction Supplies</u>					
<u>Technology User Fees</u>					
<u>Alternative Program Fees</u>					
<u>Fees for Optional Courses</u>					
<u>Non-Curricular Travel</u>					
<u>Early Childhood Services</u>					
<u>Extracurricular Fees</u>					
<u>Field Trips</u>					
<u>Activity Fees</u>					
<u>Lunch Supervision And Noon Hour Activity Fees</u>					
<u>Non-Curricular Goods and Services</u>					
<u>Other Fees to Enhance Education</u>					
<u>Other Fees</u>					

# District Fee Guide Q&A

*Last updated May 17, 2017*

## School fees

### What cannot be charged for?

Starting in the 2017-2018 school year, schools cannot charge for instructional supplies and materials.

This includes the following:

- **Textbook rental fees**
- **Workbooks** - if they are being used for instructional purposes in the classroom
- **Printing and photocopying** - any fees related to printing and/or photocopying cannot be charged. Schools cannot include printing/photocopying paper on supply lists.
- **Technology user fees** - schools cannot charge to rent computers (or other electronic devices), software applications or any other technology-related infrastructure.
- **Common/blanket fees** - these fees include “kindergarten fees,” “registration fees,” “enrichment fees,” “resource fees,” “program fees,” etc.
- **Registration fees** - schools cannot charge a non-refundable registration/administration fee. This includes registration fees for distance learning.
- **Transportation fees** - schools cannot charge fees for bussing service for students who attend their designated school and reside 2.4 kilometres, or greater, away. Schools cannot charge for public transit bus passes in this situation as well. Schools must ensure that any transportation fees that are waived are appropriately documented and accounted for.

### What fees can schools charge?

While *Bill 1* stipulates the kinds of fees that cannot be charged, schools are still permitted to charge some fees, in accordance with the District’s rules and regulations. Detailed information about what can be charged is available in the Guide to School Fees.

- Refundable textbook deposit
- Lunch supervision fees
- Alternative programs (enhanced fees)
- Optional courses (enhanced fees)
- Activity fees (field trips)
- Study keys
- Extra curricular activities
- Non-curricular supplies, materials and services
- Non-curricular travel
- Other sales and services

### How are we to report the fees we are charging for?

More details are provided in the Guide to School Fees, however, some of the key changes are how we charge for field trips, as an example. Previously the lump sum fee being charged would have incorporated all elements of the field trip (admission, transportation, etc). Effective September 2017 for transparency, you must reflect how much of the fee is being spent on transportation, how much is admission, and a breakdown of any additional fees (food, etc.).

Regardless of the fee, or sale of good or service, schools must have documentation to support the amount being assessed.

**Has the format of the fee schedule changed for the 2017-2018 school year?**

Yes. Your 2017-2018 fee schedules must include a comparison of fees from the 2016-17 school year to the 2017-2018 school year. Any increase in fees must be substantiated. If you have any fees that aren't set, or cannot be estimated, please fill it in as TBD. It is important that all fees being charged are reflected in your fee schedule.

**How will I communicate with my school communities that fees will still be charged in September?**

Communications is working to create public-facing materials that will explain that while *Bill 1* does remove some school fees, other fees do remain in place, in accordance with the District's rules and regulations. In the 2017-2018 school year, parents will have greater clarity about what fees they're being charged and what they are being used for.

**What if parents cannot pay the school fees?**

Parents will need to be in touch with their principals, if they are unable to pay the fees.

If students haven't or are unable to pay optional fees, schools must provide students with the necessary knowledge and information to be able pass the course. No student should be denied access based on their ability to pay or not pay a fee.

**The categories of school fees seem different than previous years, have the labels changed?**

Yes, the categories of fees identified in this document and the Guide to School Fees have been determined by Alberta Education. All districts across the province have to report the same way.

**Who do I contact if I have additional questions?**

First, we encourage you to keep checking the Guide to School Fees and this Q&A as they will be continually updated. If your questions haven't been answered here, please contact District Support Services.

**Can I include supply costs for an outdoor education field trip- in town or overnight?**

No - as the field trip is related to a course directly - no supply costs can be recovered from students.

**Can I include supply costs for a basketball team trip to Vancouver?**

Yes - as this trip is extra-curricular in nature and not tied directly to a course - supply costs can be recovered as part of the fee assessed to students



## New Q&A - added May 9, 2017

### **Can we charge for agendas?**

Yes, you can charge for agendas, however they have to be clearly identified as “optional.” Parents should have the choice of providing their own agenda or purchasing one from the school. If schools require students to have the school agenda, then it needs to be provided at no cost.

### **We are still able to charge for CTS/optional courses?**

*Bill 1* does not change the ability for schools to charge fees for CTS or other optional courses. These fees must be identified as optional and information provided to parents must identify what the fee is covering.

### **Do we charge for recorders?**

Parents can choose to purchase a recorder through the school or on their own. If they do not, the school must provide one as a loaner, which will be returned to the school after its use.

### **Are we allowed to charge fees for alternative programs (ex. Cogito, Logos)?**

If you believe the enhanced material is necessary for the program and no other alternative can be used (such as posting the information online), then you can include the enhanced materials on the fee sheet, which must be categorized as “enhanced resources.” Schools must be able to substantiate and defend the fee.

### **In the past, we charged a blanket Kindergarten fee; how would we classify that now?**

Schools can no longer charge a common/blanket fee for Kindergarten. As mentioned previously, what you’re charging for must be itemized. For example, a field trip (activity fee) can be charged and kindergarten supplies can continue to be charged.

We have not received clarification around items like Kinder Cooking or special craft fees. As such, if fees are going to be charged, they have to be clearly identified as “optional.” If the fee is not paid, the school must provide the basic supplies or materials.

### **Should the school purchase Kindergarten supplies in bulk, or have parents purchase them?**

Parents are still responsible for purchasing school supplies, however, if schools are purchasing supplies in bulk on behalf of parents, they may continue to do so on a cost-recovery basis. Schools must clearly communicate with parents about what they are receiving for this fee.

### **Should parents expect to see reductions to educational programs as a result of *Bill 1*?**

No. Districts across the province were provided additional funding for the 2017-2018 school year to offset revenue that would be lost as a result of *Bill 1*. This funding will help ensure that programming, at a minimum, is maintained at previous levels. Districts have been told *Bill 1* is the first phase, so additional changes may be coming. The government is committed to working with school boards to ensure programming is maintained on a go-forward basis.

**Can we charge for study keys?**

Schools may charge for study keys that are optional and NOT used for instruction in the classroom. These would include study keys that are used by the student at home for extra practice, for example.

ALL study keys that are used in the classroom for instructional purposes must be provided by the school at no cost.

**At our high school, students have pre-loaded printing/photocopying cards; can this continue?**

You may continue to have these cards, however they must be clearly identified as “optional.” Students have the choice to use printers and photocopiers at school or their own devices at home.

The printing of core course material has to be provided to the student at no charge.

**Will we charge a lunch supervision fee for students who are bused, who may no longer have to pay for busing?**

If a student is attending their designated school and paying yellow bus fees, they do not have to pay lunch supervision fees. If a student is not paying the bus fee, they are eligible to pay the lunch supervision fee, if they are attending their designated school. Please read regulation [HH.AR](#) for more information.

**Can we still charge a lump sum field trip fee at the beginning of the year - or do we have to charge a pay as you go fee?**

Schools can still assess a lump sum field trip fee at the beginning of the year as long as they can support the fee being assessed. For example - if the school is charging \$120 for field trips - then there should be support for why \$120 is being charge - i.e. what field trips are planned? How much is for transportation? As previously mentioned - communication to parents should be clear and transparent about what is being charged with any fee.

## Transportation: information directly from the Province

Please note, the below information comes directly from the Province. The District is still trying to assess the impact *Bill 1* will have on our transportation services/practices.

As more information becomes available, we will distribute it to schools.

**Which transportation fees are being eliminated?**

- Transportation fees can no longer be charged to students who attend their designated school and reside 2.4 kilometres or more from that school.
- The removal of these busing fees will benefit the parents of approximately 145,000 students across the province.

**Why is the eligibility criteria set at 2.4 kilometres?**

- This distance criteria has been long-established in the *School Act* and the *Student Transportation Regulation*.

- This criteria is used to determine whether a board is responsible for providing transportation for the student or whether it is the parents' responsibility. For students who are less than 2.4 kilometres, it is the parents' choice on how to get their child(ren) to school.
- The province recognizes that this criteria is the subject of much public debate.
- Moving forward, the province will engage stakeholders—including parents—in discussions regarding the suitability of this distance criteria.

#### **Which transportation fees can still be charged? Why?**

- The only transportation fee being eliminated is for students who attend their designated school and reside 2.4 kilometres or more from that school.
- This means that school boards may charge fees in other instances, including:
  - The transportation of students to a non-designated school (also referred to as a school of choice), or
  - The transportation of students who live less than 2.4 kilometres from their designated school.
- As per the *School Act*, school boards are not obligated to provide transportation to students attending a school of choice, nor students who reside less than 2.4 kilometres from their designated school.
- As school boards are not obligated to provide this service, they will retain the ability to charge transportation fees in such situations.

#### **What is a designated school?**

- All students have a designated school that is determined by the attendance area set by the school board.
- Designated schools offer regular programming and are not schools of choice.
- Designated schools are usually, but not always, the closest school that offers regular programming to the residence of the student.

#### **What is classified as a "school of choice"?**

- Schools of choice are schools that are chosen because of a particular program being offered. Some examples include language or cultural immersion programs, sports or club academies, faith based schools (offered by non-Catholic jurisdictions), art or science schools, traditional learning centres, international baccalaureate programs and alternative programs.

#### **Why are language immersion schools classified as schools of choice? Isn't this different than previous practice?**

- All students have a designated school; parents have the choice to enrol their child in a language immersion program.
- This is not different from previous practice. Language immersion programs are a school of choice.

## **Next steps**

The information that EPSB must submit to the province by June 30<sup>th</sup> includes several accountability measures, including the establishment and submission of fee policies, a fee waiver policy, and copies of ALL the individual fee schedules for every school.

Should a board propose school or transportation fee increase, the Minister must be provided with a

rigorous analysis and justification of such increases prior to consideration.

## Supply lists

### **Are we still allowed to charge for school supplies?**

Schools are no longer able to charge for instructional supplies or materials, which are items like textbooks, workbooks, etc. Schools may continue to send supply lists home to families to provide additional supplies like scribblers, pencils, duotangs, etc. We have provided you with sample school supply lists, per grade, that have been created with input from principals. While you are not obligated to use these lists, you are encouraged to do so.

**We have also included some Q&A's between ASBOA and Alberta Education. All answers were provided by Alberta Education.**

**We are looking for some clarity on what is being considered when defining instructional fees...**

For September 2017, Boards will be allowed to charge fees for enhanced type fees. Instructional and learning resource fees will not be allowed. The *School Fees Regulation* will provide more clarity once developed. Alberta Education's definition from Audited Financial Statements = fees for services, supports and materials required for a student to be successful in meeting the core learning outcomes of the Guide to Education at a basic level.

**Is the intent of *Bill 1* to remove all general fees, or can school boards continue to charge a general fee associated with a specific service that is not a requirement under the *School Act*?**

The intent of *Bill 1* for the 2017-18 school year is to remove all instructional supplies and material fees and student transportation fees for eligible passengers going to their designated school, which is 2.4 km or greater from their residence. It is expected that future versions of the school fees regulation will place more limitations on fees that boards can charge. It is expected that these increased fee limitations will come into place for the 2018-19 school year.

**Are kindergarten and other early childhood programs currently exempt from the application of *Bill 1*?**

No. This bill applies to Kindergarten to grade 12.

**How will fees for Kindergarten be affected? Our District currently charges two types of fees for kindergarten a "Basic Fee for Instructional Resources" of \$50 and an "Activity/Nutrition" fee (for field trips and snacks) of \$60. Will one or both of these fees be disallowed for 2017-18?**

Under this example, the Basic Fee of \$50 for Instructional Resources would no longer be permitted. The field trip and snack fee would be allowed to continue for the 2017-18 school year, but would have to be separated out.

# Fees for 2017–2018

In March, the provincial government introduced new rules around what school districts can charge families. These new rules come into effect for the 2017-18 school year.

## School Fees

### What does this mean for you and your family?



While some school fees still remain, as of September, you won't have to pay for some things you've previously paid for. The new rules will also bring more clarity to what you're paying for; you'll know where your money is going for things like field trips, supplies, extra curricular activities, etc.

### When will I know what my school fees are?

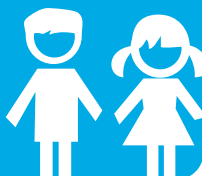


School fees will be posted to your school's website in August. You may have received a school supply list from your school already, which parents are still responsible for buying. Some schools bulk purchase school supplies, which is still allowed, however they must tell you what you're paying for. If you have questions, please contact your school.

### Kindergarten fees

If your child is entering Kindergarten, you may be charged fees for things like field trips and Kindergarten supplies. The school will tell you exactly what it is being used for.

Your school may purchase Kindergarten school supplies in bulk and that fee may be passed on to you.



### What can be charged?

More information for families will be available for school startup, but here's a quick snapshot of what families **can** and **cannot** be charge for:



#### Schools **cannot** charge fees for:

- Textbooks
- Workbooks
- Photocopying or printing paper



#### Schools **can** charge fees for:

- Refundable textbook deposits
- Agendas (optional)
- Lunch supervision
- Alternative programs
- Optional (complementary) courses
- Activities like field trips
- Extracurricular activities (clubs, sports teams, intramurals)
- Non-curricular supplies (locks, Kanga pouches, at-home study keys, graduation gown rental, Student Union, fitness centre access, etc.)
- Other optional goods and services, such as cafeteria sales or hot lunch programs, special events, graduation banquets, yearbooks, school photos, lost item replacement, photocopy/printer cards, etc.

- Kindergarten

# Transportation Fees

The province has also introduced new rules about what school districts can charge for transportation. These new rules come into effect for the 2017–2018 school year.

## What does this mean for you and your family?



In some cases, your family will pay less for transportation. In other cases, it will remain unchanged. Edmonton Public Schools is working out what this means for each and every student. More information will be available in August.

## When will I know what my transportation fees are?



Transportation fees will be posted to the District's website in August. If you have questions about what this means for you, please contact your school.

## Paid transportation fees

Families will still be required to pay for transportation fees for the following students:

- Those who live less than 2.4 kilometres from their designated school
- Those who enrol at a school that's not their designated school. This includes students attending schools of choice and alternative programs, including immersion programs.

## Waived fees for students who use yellow bus service



If your child uses **yellow bus service** and meets the following criteria, your transportation fees will be waived:

- Students who attend their designated school and reside at least 2.4 kilometres away.
- Students who attend a District Centre special needs program or an inclusive setting at their designated school.

## Reduced fees for students who use Edmonton Transit Services (ETS)



If your child uses **Edmonton Transit Services (ETS)** to get to school and meets the following criteria, your transportation fees will be reduced for the 2017–2018 school year:

- Students who attend their designated school and reside at least 2.4 kilometres away.
- Students who attend a District Centre special needs program or an inclusive setting at their designated school.



**Students cannot receive more than one form of transportation service from the District.**



## More information

For more information about *Bill 1* and changes to school fees, including an in-depth question and answer section, visit the Government of Alberta website at [education.alberta.ca](http://education.alberta.ca).