



**APPROVED MINUTES OF THE BOARD OF TRUSTEES
REGULAR BOARD MEETING
HELD AT THE EDUCATION CENTRE
2651 CHINOOK WINDS DRIVE S. W.
AIRDRIE, ALBERTA**

THURSDAY, APRIL 23, 2009

TRUSTEES PRESENT:

Chair, Ward 3	Sylvia Eggerer
Vice-Chair, Ward 2	Bev LaPeare
Ward 1	Jennifer Avery
Ward 4	Helen Clease
Ward 5	Colleen Munro
Ward 7	Don Thomas

TRUSTEES ABSENT WITH NOTICE:

Ward 6	Dr. Bruce Pettigrew
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ADMINISTRATION PRESENT:

Superintendent of Schools	Greg Bass
Director of Finance	Bob Willson

**COMMUNICATIONS:
RECORDING SECRETARY:**

Director of Communications	Angela Spanier
Executive Assistant	Karen Dolynny

CALL TO ORDER:

Chair Sylvia Eggerer called the meeting to order at 12:35 p.m.

IN - CAMERA:

#93 - 09 MOTION BY TRUSTEE DON THOMAS:

That the Board of Trustees move into in-camera at 12:35 p.m.

CARRIED

#94 - 09 MOTION BY TRUSTEE BEV LAPEARE:

That the Board of Trustees move out of in-camera at 1:15 p.m.

CARRIED

ITEMS FROM IN - CAMERA:

#95 - 09 MOTION BY TRUSTEE BEV LAPEARE:

That the Human Resources Report for April, 2009, be accepted as presented, for information purposes.

CARRIED

Rocky View School Division No. 41

Chair – Board of Trustees

#96 – 09 MOTION BY TRUSTEE DON THOMAS:

That the Financial Report for April, 2009, be accepted as presented, for information purposes.

CARRIED

REGULAR BOARD MEETING AGENDA:

#97 – 09 MOTION BY TRUSTEE HELEN CLEASE :

- That the Board of Trustees approves the April 23, 2009, Regular Board meeting agenda as circulated.

CARRIED

MINUTES OF THE BOARD MEETING:

#98 - 09 MOTION BY TRUSTEE JENNIFER AVERY:

That the Board of Trustees approves the minutes of the Regular Board Meeting of April 2, 2009, with the following amendment:

- Record the reason for Trustee Helen Clease being absent at the April 2, 2009, Regular Board meeting due to her attendance at the National School Boards' Association Conference, held in San Diego, California.

CARRIED

STUDENT SHOWCASE: 2009 Work Safe Alberta Student Video Contest

Presenters: Bert Church student Brad Fleischer, Teacher Brent Parrish, Principal Nancy Adams and Parents Mr. & Mrs. Fleischer

Project/Program Description: Alberta's Employment and Immigration Ministry held a high school student video contest in February, 2009, to bring awareness to workplace health and safety, due primarily to the fact that over 7,000 Albertans, age 15 – 24, are hurt on the jobsite and another five die in workplace incidents every year.

The contest asked students to produce a five minute video, which creatively demonstrated how they could work safely to drastically reduce these numbers. Prizes for the top three entries ranged from \$500 to \$1000, with matching cash prizes awarded to the student school.

On March 23, 2009, Brad Fleischer a student from Bert Church, was informed that his video "Mistakes and Regrets" received top honours and placed 1st in the contest. Brad and Bert Church both will receive \$1000 and Brad will be honoured at an Awards Presentation on April 29, 2009, in Edmonton by the Ministry.

Chair Sylvia Eggerer called recess at 1:38 p.m.

Chair Sylvia Eggerer reconvened the meeting at 1:45 p.m.

SUPERINTENDENT'S REPORT

ADJUSTMENT TO THE 2007/2008 FINANCIAL STATEMENT

#99 - 09 MOTION BY TRUSTEE HELEN CLEASE:

That the Board of Trustees defers the adjustment to the 2007/2008 financial statement to the May 7, 2009, Regular Board meeting.

CARRIED

2010/2013 CAPITAL PLAN

#100 - 09 MOTION BY TRUSTEE DON THOMAS:

That the Board of Trustees approves the roll over of last year's Three Year Capital Plan and authorizes the Superintendent to complete the submission to Alberta Education.

CARRIED

2009/2010 INSTRUCTIONAL SUPPLIES & MATERIALS FEES

#101 - 09 MOTION BY TRUSTEE COLLEEN MUNRO:

That the Board of Trustees approves the 2009/2010 Instructional Supplies and Materials Fees manual which is attached to and forms part of the Board's meeting minutes.

CARRIED

2009/2010 STUDENT TRANSPORTATION FEES

#102 - 09 MOTION BY TRUSTEE BEV LAPEARE:

That the Board of Trustees approves the Student Transportation Fees for 2009/2010 as outlined below, no change from 2008/09 fees.

	Per Student Per Annum	Maximum Per Family Per Annum
Transportation Fee for Rural Resident Students	\$115	\$230
Transportation Fee for Urban Resident Students	\$135	\$270
Transportation Fee for Non-Resident Students attending either Beiseker, Kathryn, Westbrook, Indus, Crossfield Elementary or W.G. Murdoch Schools	\$115	\$230
Transportation Fee for Non-Resident Students Living in Annexed Area	\$150	\$300
Transportation Fee for Non-Resident Students, excepting those Students living in the Annexed Area and those Students attending either Beiseker, Kathryn, Westbrook, Indus, Crossfield Elementary or W.G. Murdoch Schools	\$300	N/A

Rural Transportation Duplicate Service Fee * Two times the rural in-attendance area, or non-resident not in transportation service area, fees outlined above.

* Duplicate Service is defined as transportation provided for a student to two separate locations serviced by different buses, to accommodate parents who have shared custody of a child, for example, Monday, Wednesday and Friday, pick up and drop off at mother's residence and Tuesday and Thursday, pick up and drop off at father's residence.

The Student Transportation Fees shall be applicable to all students using the Board's Transportation Services at any time between the period November 1 and April 30 excepting, those students who only utilize the service after February 1st shall pay one-half (1/2) of the applicable rate above. No Student Transportation Fees are applicable for students who only utilize the Board's Transportation Services during the months of September, October, May or June.

CARRIED

2009/2010 NON RESIDENT STUDENT FEES

#103 - 09 MOTION BY TRUSTEE HELEN CLEASE:

That the Board of Trustees approves the 2009/2010 Non Resident Tuition Fees as outlined below:

Canadian Students:

	20 Years & Over	Directed Alberta Students	Canadian Out of Province
Kindergarten	Not Applicable	No Cost	\$4,825 per annum
Grades 1 - 9	Not Applicable	No Cost	Gr.1-3 - \$8,554 per annum Gr.4-6 - \$8,000 per annum Gr.7-9 - \$7,700 per annum
Rocky View Learning Connection Grades 1 – 9	Not Applicable	No Cost	\$860 per course
High School Grades 10 - 12	Registration Referred to Rocky View Learning Connection	N/A	\$162 per credit
K & E	Registration Referred to Rocky View Learning Connection	\$5,500 per annum	\$12,320 per annum
Rocky View Learning Connection Grades 10 - 12	\$75 per credit plus \$150 Instructional Supply Fee (\$50 refundable) per course	No Cost	\$75 per credit plus \$150 Instructional Supply Fee (\$50 refundable) per course
Special Education	Registration Referred to Rocky View Learning Connection	Full cost recovery – dependent on individual student requirements	Full cost recovery – dependent on individual student requirements

International Students:

Tuition Fee*a	Registration Fee*b	Home Stay Placement Fee*b, *c	Home Stay Fee *c
\$10,000/year or \$5,000/semester \$5,500 for part-time students (less than 60%)	\$250	\$500	\$700/month

*a Student Placement Agents 1 – 4 full-time students full fees, 5 – 7 full-time students 95% fee, 8 + full-time students 90% fee

*b Non-refundable

*c If arranged, by Rocky View Schools

CARRIED

BOARD PROFESSIONAL LEARNING AND CONFERENCES:

National School Boards Association Conference in San Diego, April 4 – 7, 2009 – Helen Clease – Helen Clease reported on one of the noted items at the Conference was that globally we all share the same challenges and opportunities within our school organizations.

BOARD AND COMMITTEE REPORTS:

Helen Clease Reported:

- Springbank Park for all Seasons Staff cleaned the Springbank School areas during the Easter week.
- RCMP Satellite Office being constructed at Springbank Park for all Seasons

Bev LaPeare Reported:

- April 2 - Attended Board Planning and Regular Board meeting
- April 3 - Attended Zone 5 meeting
- April 6 – Attended Prince of Peace School Council meeting
- April 7 – Attended the Multicultural Fair at Prairie Waters Elementary School
- April 8 – Attended the Langdon School Council meeting
- April 9 – Attended Budget Planning meeting
- April 9 – Attended the Bow North Recreation Board meeting
- April 16 – Attended Progressive Conservative Fundraiser Dinner for MLA Rob Anderson where Minister Iris Evans was a guest speaker
- April 20 – Attended meeting regarding needs for Chestermere
- April 20 – Attended Indus School Council meeting
- April 21 – Attended a Student Expulsion Hearing
- April 21 – Attended the French Immersion Parent Information evening at Prairie Waters Elementary School
- April 22- Watched the Drum Line experience at Chestermere High School
- April 22 – Attended the Chestermere Lake Middle School Council meeting

ADJOURNMENT:

#104 - 09 MOTION BY TRUSTEE JENNIFER AVERY:

That the Regular Board meeting be adjourned at 3:12 p.m.

CARRIED

CHAIRMAN

SECRETARY-TREASURER

INSTRUCTIONAL SUPPLIES AND MATERIALS FEES

The Board of Trustees of Rocky View Schools (RVS) has approved the criteria to be utilized to establish Instructional Supplies and Materials Fees, and the amount of Board Established Mandatory Fees, as outlined below:

1. Standards for Setting Fees

All school established fees shall be **directly** related to the cost of supplies or materials provided to students and not used to fund other services or supplies.

2. Fee Reporting

School principals shall make available information on fee revenues received and directly related expenditures incurred upon receipt of a request by a parent or the school council. The availability of this information is to be made known through yearly notices in school newsletters.

3. Remittance of Fees to Education Centre

Schools shall complete as at October 15, December 15, March 15, and June 30 Form AR 102/06 and remit to the Education Centre Accounting Department the form together with all funds received for:

- Board established mandatory instructional supplies or materials fees.
- School established mandatory instructional supplies or materials fees for specified complementary courses.

Kindergarten general fees received prior to June 30th of one school year applicable to the next school year are also to be remitted with the school's June 30th remittance. Accounting Department shall credit the school's budget with deferred revenue.

All Instructional Supplies and Materials Fees remitted shall be credited to each school's budget.

4. Retention of Optional Fees

Schools shall retain in their school generated fund accounts all monies received for School Established Optional Fees excepting if these fees are included in the school's budget and then the funds shall be remitted to the Education Centre Accounting Department as outlined above.

5. Fee Categories

Three categories of fees have been established in order to allow schools to meet the program needs of their community, these being:

- A** Board established mandatory instructional supplies or materials fees.
- B** School established mandatory instructional supplies or materials fees for specified complementary courses.
- C** School established optional fees.

5. A Board Established Mandatory Instructional Supplies or Materials Fees

i) General Fee

The purpose of this fee is to offset the cost of course textbooks, required course workbooks or novels, student agendas, computer supplies, copying supplies, grades 9 - 12 student lead activities at \$10 per student, grades 1 - 8 supplementary workbooks, K - 4 student supplies, Kindergarten field trips and all other instructional supplies or materials except as outlined under either:

- School established mandatory instructional supplies or materials fees for specified complementary courses; or,

- School established optional fees.

SCHOOLS ARE NOT PERMITTED TO ESTABLISH ADDITIONAL GENERAL FEES OR COURSE FEES EXCEPT AS AUTHORIZED UNDER SECTION "B"

- a) The following General Fees have been established by the Board.

	2008/2009	2009/2010
Kindergarten	\$ 25	\$ 25
Grades 1 – 4	\$ 70	\$ 73
Grades 5 - 8	\$ 85	\$ 88
Grades 9 - 12	\$125	\$128
Students registered in a series of K & E courses	\$150	\$153
Summer School *	\$125	\$128

*\$58 refundable upon successful completion of all Summer School courses in which the student registered.

- b) Students attending more than one RVS school in a year shall not be charged more than the yearly applicable general fee outlined above. If a student transfers between RVS schools then the pro-rata share (full plus partial months divided by 10) shall be transferred to the receiving school.
- c) The general fee for students registering in a school in grades 1 - 12 after September 30th (except those students transferring from another RVS school) shall be: (a fixed fee of \$20) plus (the applicable general fee outlined above less the \$20 fixed fee) times (one-tenth for each month subsequent to September that a student registers)).
 Example: A Grade 8 student registers December 8, the calculation would be: \$20 + ((\$88-\$20) times 7/10)) or \$67.60.
 No reduction to the general fee for Kindergarten children shall be made.
- d) A portion of the general fee for students registered in grades 1 - 12, leaving a school (except those students transferring to another RVS school) prior to the end of a school year shall be rebated on the following basis: ((the applicable general fee outlined above) less (\$20 fixed fee)) times (one-tenth for each full month left in the school year.)
 Example: A Grade 8 student leaves December 8, the calculation would be: ((\$88-\$20) times 6/10)) or \$40.80.
 No portion of general fee applicable to Kindergarten children is refundable unless the school administrator approves a refund due to a special circumstance.
- e) The general fee for part-time high school students shall be pro-rated based on the number of credits the part-time student is registered in, compared to 30 credits. For example, if a part-time student were registered for 10 credits, then one-third of the general fee for high school students is applicable.

ii) Band Instrument Rental Fee

The fee applies to students registered in a Band program who rent a musical instrument from the Board.

\$210 per school year (September 1st – June 30th), of which \$50 is a caution fee that is fully refundable upon return of the instrument in the same condition it was rented, except for normal wear and tear.

Band instruments may be rented from the school over the summer, if such rentals are authorized by the School Principal. Summer rental fee is \$140 of which \$50 is a caution fee that is fully refundable upon return of the instrument in the same condition it was rented, except for normal wear and tear.

- iii) **Percussion Rental Fee**
\$30 per school year.

5. B School Established Mandatory Instructional Supplies or Materials Fees for Specified Complementary Courses

- i) **K - 6 Students** - None authorized except:
- Religious materials for Christian Alternative Programs (same procedures as grade 7 - 12 school established fees shall apply)
 - Music Program, for such items as recorders, but **not** music textbooks (same procedures as grade 7 - 12 school established fees shall apply)
 - Computer headsets (same procedures as grade 7 - 12 school established fees shall apply)
 - Grade 6 complementary courses such as band and drama but not second language courses (same procedures as grade 7 - 12 school established fees shall apply)
 - Grade 5 specialized music program fee as specifically authorized by the Superintendent (same procedures as grade 7 - 12 school established fees shall apply).
- ii) **Grade 7 - 12 Students (except students registered in a series of Knowledge and Employability (K & E) Courses)**

School principals, **in consultation with school staff and the school council**, shall develop proposed school established mandatory instructional supplies or materials fees for courses in the following subject areas. Fees proposed are to be outlined in the *School Education Plan* for approval by the Superintendent.

- Religious materials for Christian Alternative Programs
- Fine Arts (except band instrument rental fee)
- Modern Languages
- CTS and Practical Arts
- Outdoor Education and P.E. 20/30
- Advanced Placement Courses
- Locally approved courses (such as Sports Medicine 15/25/35 and Middle level exploratory courses.

The purpose of these fees is to recover the cost of course materials **consumed by students but not course textbooks** with the exception of religious courses as part of an Alternative Program (Section 21 of the School Act) for which the cost of textbooks can also be recovered. Applicable revenues and expenses are to be tracked for each course for which a fee has been established. At the end of each school year, if revenues exceed expenses by more than \$10 per student enrolled in the course, the school shall rebate the surplus funds to the parents of each student. If surplus funds are less than \$10 per student enrolled in the course, then the surplus will be carried

over for future supplies or materials for **that course**. If that course is not offered in the future, the principal is to submit the matter to the school council for resolution.

iii) **Students Registered in a Series of K & E Courses**

None authorized for students registered in a series of K & E courses.

If one of these students is enrolled in a course other than a K & E course, then fees as established under Section B (ii) are applicable.

iv) **Textbook Caution Fee (Grade 5 - 12 students)**

School principals, in consultation with school staff and the school council, are authorized to establish a caution fee applicable to students registered in grades 5 to 12 inclusive, up to the following limits. The caution fee, if established, is to be outlined in the *School Education Plan* for information purposes.

Textbook Caution Fee Limits

GRADES 5 – 8 UP TO \$100

GRADES 9 – 12 UP TO \$150

LEARNING CONNECTION UP TO \$150

The caution fee is fully refundable if school supplied textbooks are returned in the same condition as when they were rented, except for normal wear and tear. The school principal, in consultation with school staff and the school council, is to develop a school policy on whether to refund caution fees yearly or when a student leaves the school. *If school policy provides for a refund of caution fees when a student leaves the school, parents must be provided the option of being able to apply for the refund of the caution fees on an annual basis. (Legal opinion requirement).*

5.C School Established Optional Fees

School principals, in consultation with school staff and the school council, are authorized to establish optional fees for various purposes. Fees established must be detailed in the *School Education Plan* for information purposes. Schools are to clearly outline that the supplies and services provided for these fees are optional for parents to purchase. Examples of school established optional fees include, but are not limited to the following:

Grades K - 4

- Gym strip
- Yearbook
- Flash Drives
- Lunch supervision
- Field trips (**except for Kindergarten students**)
- Photographs
- Sale or rental of lock for lockers (no charge for tote boxes permitted)

Grades 5 - 8

- Student supplies (a list of supplies required will be provided to parents so that purchases can be made elsewhere if desired)
- Gym strip
- Yearbook
- Flash Drives
- Lunch supervision
- Field trips
- Photographs
- Student council
- Farewell ceremony fees
- Sale or rental of lock for lockers (no charge for tote boxes permitted)

GRADES 9 - 12

- Student supplies (a list of supplies required will be provided to parents so that purchases can be made elsewhere if desired)
- Supplementary workbooks for core courses
- Gym strip
- Yearbook
- Flash Drives
- Field trips
- Photographs
- Sale or rental of locks for lockers
- Student council
- Graduation ceremony fees
- Fitness center before and/or after school use

*Note: Schools are **not** permitted to charge a general fee or activity fee applicable to all students.*

6. Learning Connection Supplemental Funding and Fees

6. A Students Registered Full Time by September 30th

If a student is registered with Rocky View Learning Connection, on September 30th in a full time program (35 CEUs or greater earned by the student during the school year if student is registered in grades 10-12) the following Supplemental Funding and Fees shall be applicable.

i) Traditional Home Schooling Program

A parent-directed program that meets the Home Education Regulation AR 126/99. Parent(s) are responsible for provision of learning materials. RVS will pay the parent(s) of a student registered as a Home Education student with RVS on September 30th of each school year \$700 per annum to help them offset the cost of course supplies and materials. If ADLC materials are utilized, additional monies for learning materials may be available for grades 1-12 students.

Student ID card shall be provided to each student without charge.

ii) Grade 1-9 Blended Home Schooling Program

If Rocky View Learning Connection is responsible for 50% or more of a grade 1 - 9 student's program the following supplemental funding shall be paid to the student's parent(s) provided the student is registered as a full time student with Rocky View Learning Connection on September 30th. The parent(s) are responsible for the provision of learning materials for the portion of the student's program that is being provided by home education.

Learning Connection Responsible for Delivery And Evaluation of Courses Making up the Following % Of the Student's Program	Parent Responsible for Meeting Home Education Regulations for Courses Making up the Following % Of the Student's Program	Funding Available	Supplemental
50%	50%	\$1,000	
60%	40%	\$1,100	
70%	30%	\$1,200	
80%	20%	\$1,350	
90% or more	10%	\$1,500	

The following fees shall be applicable to these students:

- Computer Technology Fee - \$300 per student per annum.
- Access Fee - \$100 per student per annum.
- Supply of Desktop Computer - \$450 per student per annum.
- Additional fees shall apply for seminars and on-site programming on a cost recovery basis.
- Board Established General Fee as outlined in Section 5. If a student transfers between RVS schools then the pro-rata share (full plus partial months divided by 10) shall be transferred to the receiving school.
- Resource Materials Caution Fee as outlined in Section 5.

Student ID card shall be provided to each student without charge.

iii) Grade 10-12 Blended Home Schooling Program

If Rocky View Learning Connection is responsible for 20% or more of a grade 10 - 12 student's program supplemental funding of \$30 per earned credit unit provided by Rocky View Learning Connection shall be paid to the student's parent(s) provided the student is registered as a full time student with Rocky View Learning Connection on September 30th of any school year and earns at least 35 earned credit units by June 30th of the same school year. If ADLC materials are utilized, additional monies for learning materials may be available. The Parent(s) are responsible for the provision of learning materials for the portion of the student's program that is being provided by home education.

The following fees shall be applicable to these students:

- Computer Technology Fee - \$300 per student per annum.
- Access Fee - \$100 per student per annum.
- Supply of Desktop Computer - \$450 per student per annum.
- Additional fees shall apply for seminars and on-site programming on a cost recovery basis.
- Board Established General Fee as outlined in Section 5. If a student transfers between RVS schools then the pro-rata share (full plus partial months divided by 10) shall be transferred to the receiving school.

- Resource Materials Caution Fee as outlined in Section 5.
- As course materials are available on-line and it is costly to supply printed course material, if the parent(s) or student wishes the student to utilize printed course materials a fee of \$15 per credit shall be applicable. This fee is not applicable to families without internet access or for courses without on-line course materials. This fee shall be fully refundable if a student withdraws or Rocky View Learning Connection refuses to enroll a student and 90% refundable if all modules and assignment booklets are returned in new condition within 30 calendar days.

Student ID card shall be provided to each student without charge.

6. B Students Registered After September 30th or Part Time Students

- i) **Grade 1-9 Transferring to Rocky View Learning Connection After September 30th**
 Students in grades 1 to 9 that transfer from another RVS school into Rocky View Learning Connection after September 30th will be enrolled in an appropriate Rocky View Learning Connection program at the sole discretion of Rocky View Learning Connection. The required learning materials will be provided by the Rocky View Learning Connection and the fees outlined below shall apply.

Applicable fees:

- Pro-rate share of the Board Established General Fee for a student in grades 1 – 9 are to be transferred from RVS school the student attended on September 30th to Rocky View Learning Connection.
 Access Fee - \$100 for students registering with Rocky View Learning Connection after September 30th in any school year but prior to February 1st, or \$50 for students registering with Rocky View Learning Connection after January 31st in any school year.
- Supply of Desktop Computer - \$45 per month, subject to computer availability.
- Resource Materials Caution Fee as outlined in Section 5.

If the parent decides that the program proposed by Rocky View Learning Connection is not suitable then the parent shall be advised that they need to register their child as a Home Schooling student either with RVS or another jurisdiction and that they are responsible for the provision of learning materials without re-imbursement from RVS.

Student ID card shall be provided to each student without charge.

- ii) **Grade 10-12 Transferring to Rocky View Learning Connection after September 30th or Part Time Student in Learning Connection**
 If a grade 10 - 12 student registers after September 30th or registers part time with the Learning Connection, the following fees shall be applicable:

- Pro-rate share of the Board Established General Fee for a student in grades 10 - 12 are to be transferred from RVS school the student attended on September 30th to Rocky View Learning Connection.
 Access Fee - \$100 for students registering with Rocky View Learning Connection after September 30th in any school year but prior to February 1st, or \$50 for students registering with Rocky View Learning Connection after January 31st in any school year.
- Supply of Desktop Computer - \$45 per month, subject to computer availability.
- Resource Materials Caution Fee as outlined in Section 5.

- As course materials are available on-line and it is costly to supply printed course material, if the parent(s) or student wishes the student to utilize printed course materials a fee of \$15 per credit shall be applicable. This fee is not applicable to families without internet access or for courses without on-line course materials. This fee shall be fully refundable if a student withdraws or Rocky View Learning Connection refuses to enroll a student and 90% refundable if all modules and assignment booklets are returned in new condition within 30 calendar days.

Student ID card shall be provided to each student without charge.

7. General Fees Limit/General School Fees Rebate (Form AR 107/09; available on RVS web site at www.rockyview.ab.ca/forms-and-templates/forms/accounts-receivable)

Board Established Mandatory Fees are limited to \$285 per family per school year. This limitation does not include School Established Fees and the following Board Established Mandatory Fees.

- Rocky View Learning Connection Access Fee
- Summer School Fee
- Band Instrument Rental Fee
- Percussion Rental Fee
- Textbook Caution Fee

Applications to be submitted by the parent/guardian to the Associate Superintendent of Business and Operations' office for a rebate of **General Fees** paid in excess of the limit, using Form AR 107/09. The rebate shall be from a RVS central account.

8. Waiver of General Fees (Form AR 103/09; available on RVS web site at www.rockyview.ab.ca/forms-and-templates/forms/accounts-receivable)

Grade K - 12 general fees shall be waived for parent(s)/guardian(s) of students who receive(s) a Goods and Services Tax (GST) credit from the Government of Canada.

Waiver of fees granted by RVS is applicable to the **grade K - 12 general fees only, (Rocky View Learning Connection Access, Summer School, Textbook Caution, Band Instrument Rental and Percussion Rental fees are not eligible for waiver).**

Schools shall be reimbursed from a RVS central account for all general fees waived.

Waiver, Late Registration and Rebate of School Established Fees

School principals, in consultation with school staff and school council, shall continue to be responsible for the establishment of the following school policies for School Established Fees:

- waiver policy
- late registration policy for students registering in a course after the beginning of the school year
- rebate policy for students leaving the school before the end of the school year

10. Charge to Replace Damaged/Lost Textbooks

- The charge for damaged textbooks is the cost of repair or replacement, whichever is the least.
- The charge for lost textbooks is the cost of replacement.

11. Application of Fees Received

Fees received shall be applied to the category or area where the parent or guardian has directed.

12. Field Trip Fees

If field trip fees are not paid then the student can be excused by the school from participating in that field trip, **(not applicable to Kindergarten students, as no field trip fees are applicable).**

13. Collection Process

- School Principals shall ensure that the process outlined below is followed prior to submission of names of parents and amount owing to the Associate Superintendent of Business and Operations' office for collection utilizing a collection agency.
- Notice to parents of instructional supplies and materials fee schedule including due date of fees clearly indicating optional fees separate from mandatory fees.
- An official invoice indicating the specific amount owing.
- A second official invoice indicating the specific amount owing and the date the fees owing will be sent to a collection agency for collection if fees are outstanding beyond an established date outlined on the invoice.
- Follow-up communication with the parent(s) by phone or in-person discussing the outstanding fees and to make payment arrangements including installment payments if required.
- When submitting the list of outstanding instructional supplies and materials fees to the Associate Superintendent of Business Operations' office the School Principal shall outline for each file referred for collection the action taken by the school inclusive of timeline and that the amount indicated owed by the parent(s) is accurate.

14. VISA, Master Card and Interact Payments

School Principals can choose to have a Visa, Master Card and Interact payment machine installed in their school for the taking of fee payments by making arrangements with the Education Centre Accounting Department. All costs for the payment machine are the responsibility of the school. If the school chooses not to have its own payment machine, parents are entitled to make their instructional supplies and materials fees by utilizing a Visa or Master Card through school submission of the required data to the Education Centre Accounting Department on Form AR 104.