



PUPIL FEES

CHARTER TERM 2021 - 2026



2020/2021

ENCORE EDUCATION CORPORATION
16955 Lemon Street, Hesperia, CA 92345

Preface

How are costs reviewed?

Article IX, Section 5 of the California Constitution mandates a system of “free schools.” Therefore, pupils enrolled in public schools are not required to pay any fees for their education, unless a charge is specifically authorized by law for a particular program or activity.

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Introduction

The philosophy behind the founding of Encore

Encore High School is a free public charter school. This means that there are no fees or costs associated with getting equal access to an education at Encore.

Encore was created on the basis that founders wanted to be able to provide a quality education, with in-depth and rigorous arts training for passionate artists that live in the high desert region. The entire purpose for the school was to find a way to be able to offer in-depth and rigorous arts training for free in a geographic region where the majority of the population was socio-economic disadvantaged. In the 19/20 school year, 60% of Encore's population was socio-economic disadvantaged.

Encore grew out of an after school program where arts training was administered for a small fee. The founders of Encore wanted to be able to offer more arts exposure to more young people in the high desert. They knew that the only way that they could train more students in an area where discretionary dollars in a family are at a minimum was to be able to find a way to offer training for free.

Out of the love and passion for arts and teaching youth, the idea for opening a free public charter school was born.

Not only is it a legal requirement that Encore is free, public education; it was the very philosophy and ideal that Encore was founded on.

In this document, the process for determining what fundraising extras are allowed and what fees or costs are allowable by the state of California is outlined. In the first thirteen years of operation, Encore has been able to provide amazing experiences to students for free. It is the intention of Encore, and the California law, that this will continue.

Internal Controls of Funds Collected

Beginning in the 2021/2022 school year, Encore's controller will work directly with Encore's legal counsel to identify the category that all incoming cash is identified under and which legal fee category the funds will be accepted by.

Prior to any cash being accepted on campus or electronically, the Controller will identify categories and accounts that are appropriate for each type of money collection.

As part of the consent items at Encore's Board meetings, the Controller will submit a list of all collection categories for the quarter and a definition of the cash collection category. Encore's legal counsel will review the Controller's Quarterly Funds Collection Report for the purposes of FAPE.

Complaints Regarding Pupil Fees

For any family that believes that they are being charged an illegal pupil fee at Encore, they should file a complaint. They can file this complaint by either:

- Filling out a universal complaint form

- Sending an email to ceo@officerteam.com, info@encorehighschool.com, or any administrator.
- Filling out the contact form in the bottom margin of www.encorehighschool.com.
- Sending an email to Encore's School Board board@encorehighschool.com
- Sending a letter to Encore High School, 16955 Lemon Street, Hesperia, CA 92345
- Calling the office at 760-949-2036

Complaints regarding pupil fees will be investigated through the Controller's office at Encore (beginning 21/22 school year.)

Every complaint received by Encore is investigated.

Site Investigations –

- Time Required – Anyone reporting an incident should allow no less than seventy two (72) business hours to investigate a claim. Depending on the claim, investigations can take less or more than seventy two (72) business hours.
- Notification – If a person files a complaint directly to the Administration, they will be notified upon completion of the investigation. Anonymous complaints will be investigated and reported as logical.
- Confidentiality – If the investigation is protected by confidentiality laws for staff and/or students, outcomes of the investigation may be protected by law and you may not be allowed to know what the results and/or actions are coming out of the investigation.
- Results – If a complainant is unsatisfied with the investigation conducted at the site level, they can file a complaint directly to the Encore School Board.

What fees and costs are allowed by the state?

(Excerpt from the Orange County Department of Education website)

1. Optional attendance as a spectator at a school or district sponsored activity.
2. Food served to students, subject to free and reduced-price meal program eligibility and other restrictions specified in law.
3. Books or supplies loaned to a student that are not returned or are willfully damaged.
4. Field trips and excursions or school-related social, educational, cultural, athletic, or school band activities, as long as no student is excluded for not paying.
5. Medical or hospital insurance for field trips made available by the school district.
6. Required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
7. Physical education attire of a particular color and design, but it does not need to be purchased from the school and no physical education grade may be affected based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
8. Parking of vehicles on school grounds.
9. Rental or lease of personal property needed for district purposes, such as caps and gowns for graduation ceremonies.

10. School camp programs, so long as no student is denied the opportunity to take part because of nonpayment.
11. Cost of materials that the student has used to create something for his or her own possession and use, such as wood shop, art or sewing projects kept by the student.
12. Cost of duplicating public records, student records, or a catalogue of school curriculum.
13. Transportation to and from school provided there is a waiver provision based on financial need.
14. Transportation of pupils to places of summer employment.
15. Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
16. Tuition fees collected from foreign students attending a district school pursuant to an F-1 visa.
17. Optional fingerprinting program for kindergarten or other newly enrolled students.
18. Community classes in civic, vocational, literacy, health, homemaking and technical and general education.
19. Deposits for band instruments, music, uniforms and other regalia, which school band members take on excursions to foreign countries.
20. Eye safety devices for specified courses or activities that are likely to cause injury to the eyes.

For more information regarding unlawful pupil fees and to file state complaints, visit <https://www.cde.ca.gov/re/cp/uc/upfappeals.asp>

What are some examples of prohibited fees?

(Excerpts from Los Angeles Unified School District)

1. Class Fee – This is a charge to be a part of a class or activity that is part of the education program.
 - a. An example of this would be a field trip where there is instruction that leads to a grade in a class that takes part during that field trip.
 - b. Another example would be a charge that is a condition of enrollment into a class, including summer school.
2. Supplies – All material and equipment needed to participate in educational activities will be provided.
 - a. Teachers can give a supplies list at the beginning of the school year that outlines what a family can elect to purchase for supplies for their class, but purchase of these supplies are not mandatory.
3. Required Summer Assignments – Supplies for any summer assignment, including books, will be provided.
4. Student IDs – Encore provides one student ID to students each school year. Additional ID cards must be purchased.
5. ASB Card – The purchase of an ASB card cannot be mandatory for a student to participate in any educational activity. Encore does offer an ASB Discount Card that is used as a fundraiser, but is not a mandatory purchase for any student.

6. Team Members and Spirit Packs – These items can be sold, but the school cannot require a student to purchase a spirit pack to participate in a team or activity.
7. Transportation for special education students as outlined in their IEP.

Miscellaneous Costs

- **Dance clothes, Gym/PE clothes including shoes –**
 - These clothes are not purchased by the school. Encore’s teachers require certain colors that can be purchased by the student, but are not requiring purchase from the school or that any logos or brands are on the items.
 - A student’s grade cannot be adversely affected for failing to wear the gym clothes if the failure is beyond the student’s control.
 - The student store does offer sale of clothing from time to time, but is not required to purchase.
- **Cap and Gown –**
 - Parents have the option of purchasing a cap and gown as a keepsake.
 - Students that do not purchase a cap and gown will have one provided to them for the ceremony.
- **Graduation Tickets –**
 - Students are not charged to participate in graduation
 - Family is offered a limited number of tickets to see the ceremony for free (4 to 8 tickets, historically 8 tickets have been given). Additional tickets are available for a fee.
- **Team Uniforms –**
 - Any uniform needed to participate in any school team is provided free of charge. However, parents can purchase the uniform for their student as a keepsake.
- **Dances and Other Events –**
 - If attendance is optional, a school can charge a fee. Charging fees for optional attendance at school sponsored activities that are recreational (rather than educational) in nature is allowed.
- **Grad Night and Prom –**
 - Students can be charged for these activities under the same rationale as “dances and other events”
- **Necessary Supplies –**
 - All supplies needed to participate in school activities shall be provided free of charge (paper, pens, pencils, necessary supplies)
 - Parents are allowed to purchase necessary supplies as long as the purchase is voluntary.
 - Teachers can recommend or make available optional materials for the student’s benefit. This supplemental material cannot be a part of the regular instructional program.
- **AP Tests and Food Handler’s Cards –**
 - These tests are administered off-site and do require a fee paid for by the student.
 - These tests are not mandatory and do not affect the grade of the student whether or not they participate in the off-site test.

- **Fundraisers –**
 - Fundraisers are allowed, but cannot be mandatory for anyone to participate in.
 - Fundraisers must be approved prior to commencement by the administration and the school's controller
 - The school controller must identify under which category the fundraising money will be collected and placed in.

Donations of time, supplies, and money

Every year, Encore asks for donations from families and students in the form of donations and supplies. There is a volunteer drive where parents and students are working together to raise enough supplies and money to start with the “extras” in the classroom.

These donations are highly encouraged, but are never required. Families that contribute the equivalent of 40 hours in a school year or more through volunteering on campus or donating supplies and money, earn their name on a placard in the front office. Again, these donations are highly encourage (and extremely helpful), but are never required.