	<b>Students</b>  <b>School Materials, Student Supplies, and School Fees</b>	<b>Administrative Regulation #</b>	JICB
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## Administrative Regulation

### 1. Purpose

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Section 7-106 of the education article of the *Annotated Code of Maryland* addresses the selection and purchase of the following necessary items for use in the public schools:

- (1) Textbooks;
- (2) Supplementary readers;
- (3) Materials of instruction;
- (4) Visual and auditory aids;
- (5) Stationery; and
- (6) School supplies.

According to the education article, these six categories of school materials and supplies shall be furnished free of cost for use in the public schools and in sufficient quantities for the different grades in the public schools. Additionally, a 1987 attorney general opinion stated, "...we are safe in saying that anything directly related to a school's curriculum must be available to all without charge."

The following regulations will govern the provision of school materials, the requirement of student supplies, and the assessment of school fees throughout the Carroll County Public Schools. These regulations will result in a more consistent and equitable approach to materials, supplies, and fees across the school system.

School staff will work closely with families who may need financial help with student supplies and fees.


### 2. Scope

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#### Provision of School Materials

##### Textbooks

- Examples:
  - All items listed on the Carroll County Public Schools approved textbook list
- Regulations:
  - All textbooks shall be provided free of charge.
  - A student may be assessed a repair or replacement charge for a damaged or lost textbook in accordance to the Carroll County Public Schools damaged or lost materials fee schedule.

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- Should a student misuse, damage, or fail to return school materials; or have other outstanding obligations, the principal shall prohibit the further issuance of school materials until appropriate restitution has been made.

### Supplementary Readers

- Examples:
  - Workbooks and other consumable materials
  - Dictionaries
  - Periodic news magazines
  - Novels
  - Trade books
- Regulations:
  - Supplementary readers shall be provided free of charge.
  - Schools are prohibited from requiring students to purchase supplementary materials.
  - Students and families may purchase workbooks or other consumable materials if the student wants to write in the book and keep the item. The purchase of such material is strictly optional.
  - A student may be assessed a repair or replacement charge for damaged or lost materials in accordance to the Carroll County Public Schools damaged or lost materials fee schedule.
  - Should a student misuse, damage, or fail to return school materials; or have other outstanding obligations, the principal shall prohibit the further issuance of school materials until appropriate restitution has been made.

### Materials of Instruction

- Examples:
  - Calculators
  - Plastic bags
  - Cooking utensils and food
  - Musical instruments
  - Sheet music
  - General art supplies
  - Science equipment
  - Safety equipment
  - Agenda books
  - Physical education equipment
- Regulations:
  - In general, materials of instruction shall be provided free of charge.
  - All safety equipment shall be furnished free of charge.

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- All materials of instruction required by a student's IEP shall be provided free of charge.
- Schools may charge for or ask students to supply materials that become the personal property of students.
  - Examples:
    - Elementary music class recorders
    - Band instruments and method books
    - Student-created project materials (advanced artwork, culinary dishes, floral arrangements, clothing)
    - Sketchbooks
    - Personal career and technology uniform items
    - Fine arts performance attire
    - Physical education uniforms (option to purchase school uniform or to bring in a similar tee-shirt and shorts)
- Although not required, students and families will be encouraged to purchase their own graphing calculator to be used throughout their academic career.
- Schools shall not charge a rental fee for student use of calculators.
- A student may be assessed a repair or replacement charge for damaged or lost materials in accordance to the Carroll County Public Schools damaged or lost materials fee schedule.

### **Visual and Auditory Aids**

- Examples:
  - Multimedia items used by teachers to deliver instruction
  - Headphones
  - White board markers
  - Assistive technologies
- Regulations:
  - All visual and auditory aids shall be provided free of charge.
  - A student may be assessed a repair or replacement charge for damaged or lost materials in accordance to the Carroll County Public Schools damaged or lost materials fee schedule.

### **Stationery**

- Examples:
  - Lined writing paper used in the primary grades
  - Graph paper
  - Carpentry pencils
  - Specialty paper for art classes
  - Book covers
- Regulations:
  - Specialized paper and writing utensils shall be provided free of charge.

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- Students and families are expected to provide basic personal paper and writing utensils for everyday use and to replenish their supply as needed.
- Required items are identified on the Carroll County Public Schools student supply lists.

### **School Supplies**

- **Examples:**
  - Building or office materials needed to operate the school.
  - Paper towels
  - Cleaning supplies
  - Pencil sharpeners
  - Dry erase boards and markers
  - Chalkboards and chalk
  - Computers and printers
  - Facial tissues
  - Hand sanitizer
  - Tennis balls for chair legs
- **Regulations:**
  - School supplies shall be provided free of charge.
  - Parents and families may donate school supplies to their local school.

### **Requirement of Student Supplies**

Student supplies are personal items furnished by the student and family and are routinely used or taken home and kept upon the completion of a class.


Elementary and middle schools will provide student supply lists developed from the Carroll County Public Schools student supply list menus.

Elementary and middle school principals shall approve student supply lists before they are distributed to families.

Individual schools or teachers may not add items to the list or exceed the quantities on the menu.

High school teachers will provide student supply lists for each of their courses. High school student supply lists will be developed according to the regulations detailed in this report. Curriculum supervisors will monitor the student supply lists for courses in their content areas to ensure compliance with these regulations.

Donations are welcome and may be listed on the student supply list, but they may not be required.

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### **Assessment of School Fees\***

#### High school parking fees

- students shall be charged \$10 per semester for parking privileges or \$20 per school year.

#### Fines for high school parking violations

- 1<sup>st</sup> offense = warning
- 2<sup>nd</sup> through 4<sup>th</sup> offenses = \$10 per violation
- 5th offense = loss of parking privileges and possible disciplinary action

#### Official transcript request fees

- for currently enrolled students, schools will provide three free transcripts. A \$1.00 fee will be charged for each additional transcript.
- former students will be charged \$5.00 per transcript request.

#### Athletic fees

- per Board of Education Policy JJIB, students who participate in an interscholastic athletic activity are required to pay a per-activity fee of \$105.
- students who participate in a corollary athletic program activity are required to pay a per-activity fee of \$50.
- no family shall pay more than \$150 for one season for multiple children in activities.

#### Testing fees

- fees for exams that CCPS requires of students will be paid for by CCPS.
- students shall be charged the cost to cover all other commercial exams.

#### Field trip fees

- students shall be charged the cost to cover their field trip expenses.


#### Overdue library materials fees

- there are no charges assessed at the elementary and middle school levels
- at the high school level, students shall be charged \$.10 per school day for overdue books, and \$.25 per school day for overdue reference materials.
- overdue fines shall not exceed the cost of replacing the item.

#### Damaged or lost materials fees

- schools shall use the CCPS student obligation form to record and calculate damaged or lost materials fees (see attached).

**\*Families of students on free or reduced meal plans or those experiencing a financial hardship may have these school fees waived by making a request to the school principal.**

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### **Carroll County Public School System Elementary Student Supply Menu**

Elementary school teams will construct a supply list by choosing from the following items. Nothing is to be added; quantities may be reduced, but none are to be increased. Teams may specify color, plastic vs. paper, etc., but may not list a brand name.

- 1 school box or zipper pencil case
- 12 #2 pencils (no mechanical pencils)
- 8 primary pencils
- 1 pkg. of pencil top erasers
- 2 large pink erasers

- 1 pair scissors
- 1 ruler
- 1 protractor
- 1 compass
- 4 glue sticks

- 1 box of 24 crayons (or 3 boxes of 8 crayons)
- 8-pack of thin markers
- 8-pack of wide markers
- 12-pack colored pencils


- 5 marble composition books
- 5 wide-ruled spiral notebooks
- 2" three-ring binder (zipper or no zipper – your team decides)
- 1" three-ring binder (zipper or no zipper – your team decides)
- 1 expand-a-file
- 1 book bag or tote bag

- 1 package of dividers
- 5 pocket folders (no fasteners or with fasteners/with 3 holes or not)
- 3 packs of wide-ruled notebook paper
- 2 highlighters
- 6 dry erase markers

**Notes to Parents:**

Please help your child by replenishing supplies during the year as needed.

Donations of tissues, plastic bags, index cards, and sticky notes are always welcomed. Your child's teacher(s) will provide details. Throughout the year, your child's teacher(s) may identify other items for donation that would be appreciated. Thank you.

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### **Carroll County Public Schools Middle School Student Supply Menu**

Middle school teams will construct a supply list by choosing from the following items. Nothing is to be added; quantities may be reduced, but none are to be increased. Teams may specify color, plastic vs. paper, etc., but may not list a brand name. List excludes special-area and world language classes.

#### Standard Supply Menu for Grade 6, 7, and 8 Students

Maximum  
Quantity

- 5 3-Ring Binders
- 1 Pencil Pouch
- 2 Pack of #2 Pencils
- 1 Block Eraser or Cap Eraser
- 2 ea. Blue, Black, and Red Pens
- 1 Packs of 10 Colored Pencils and Sharpener
- 1 Pack of Multi-colored Highlighters (at least 2 colors)
- 5 1-Subject Spiral Notebook
- 2 5-Subject Spiral Notebook
- 1 Pack of Loose Leaf Paper
- 2 Marble Composition Books
- 4 Packs of 3 X 5 Index Cards (ruled)
- 10 Pocket Folders (with or w/o paper fasteners)
- 5 Packs of 5-tab Binder Dividers
- 1 12" Ruler
- 1 Pack of Sticky Notes
- 1 Glue Stick
- 1 USB memory stick/ thumb drive / flash drive
- 1 SET OF EAR BUDS

**Note to Parents:**

Please periodically check with child to replenish certain supplies as necessary.

Donations of tissues and other school supplies are always welcomed. Throughout the year, your child's teacher(s) may identify other items for donation that would be appreciated. Thank you!

