


Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

January 7, 2009

MEMORANDUM

To: Members of the Board of Education

From: Jerry D. Weast, Superintendent of Schools 

Subject: Course-related Fees

The purpose of this memorandum is to provide the Board of Education with the results of our review of fees charged by schools for course-related items. As a result of this review, these fees will be reduced by more than 70 percent at the high school level and more than 60 percent at the middle school level. We have also provided greater clarity for elementary school principals as to what is required for families to provide. New guidelines have been developed for implementation in Fiscal Year 2010 for all three levels. In addition, the fee waiver process has been revised to ensure that students whose families cannot afford approved fees are not prevented from participating in any course. Based on the analysis detailed below, my recommended FY 2010 Operating Budget realigns \$1.5 million to support the implementation of the new guidelines.

Montgomery County Public Schools (MCPS) Policy JNA, *Curricular Expenses for Students*, permits, but does not require, schools to charge students a fee for some course-related items. The number and the amount of fees charged combined with the current economic situation have added to the strain on many family budgets. In addition, questions have been raised about the legality of fees in general, the number and the amount of fees, the apparent lack of consistency of fees charged from school to school, and the efficacy of the waiver process for families that cannot afford course-related fees or student supplies requested at the elementary level.

At my request, staff conducted an in-depth examination of fees related to the instructional program at the elementary level and course-related fees at the secondary level (referred to collectively as course-related fees). The review focused on the following areas:

1. Can public schools in Maryland legally charge a fee and if so, for what?
2. What courses currently have an associated fee, what are the fees for, and how are the amounts determined and approved?
3. Can the number and amount of fees be reduced?
4. How are students and their families advised of the availability of a waiver and how does the waiver process operate?

If course-related fees were eliminated entirely, the harsh reality is that MCPS simply would not be able to offer a number of courses that are available to students today, particularly in the areas

of the trades and the arts. This diminished opportunity would disproportionately impact students whose parents cannot pursue these educational opportunities through the private sector.¹ Recognizing this reality, it is important to achieve a balance that reduces the number of course-related fees families are asked to pay while preserving the broad array of course offerings our community expects and our students deserve. The changes outlined in this memorandum, to be implemented for the 2009–2010 school year, are intended to achieve that balance.

1. Can a fee be charged and under what circumstances?

Ms. Judith Bresler, MCPS general counsel, provided staff with an understanding of the legal issues involved. Ms. Bresler reviewed applicable provisions of the Maryland Constitution and The Public Schools Laws of Maryland. The history of the current constitutional provision for a “thorough and efficient System of Free Public Schools” gave insight into its meaning. The language in place today is contained in Article VIII and was adopted in 1867.

The original Maryland Constitution of 1776 contained no provision for public school education. The Constitution of 1864 (Article VIII, Section 1) required the Governor to appoint a state superintendent who was responsible for developing “a uniform system of free public schools.” Significantly, Section 4 directed the General Assembly to “provide a uniform system of free public schools, by which a school shall be kept open and supported *free of expense for tuition* (emphasis provided) in each school-district, for at least six months in each year.” The following year, in 1865, the legislature passed laws governing public education, including a provision that a board of school commissioners shall decide how the textbooks and stationery “shall be distributed” and “upon what terms they shall be sold, or the use of them be granted, to pupils.” If the district commissioner was of the opinion that the parent or guardian of any pupil was unable to pay the expense of books, it provided that the commissioner could then permit the use of the books to such pupils free of all charge.

The Constitution of 1867 adopted the current formulation for a “thorough and efficient System of Free Public Schools,” replacing the prior language which required a “uniform system of free public schools.” In 1868, just one year after adopting the constitutional provision for a system of free public schools, the legislature passed laws that included the following: “No pupil shall be required to pay more than one dollar quarterly for use of said books and stationery.”

The historical background and context of the constitutional provision for establishing a “system of free public schools” seems to be aimed at prohibiting public schools from charging tuition.² This interpretation is strengthened by the nearly contemporaneous legislation, passed only one year later, that permitted charging a fee of not more than one dollar per quarter for books and

¹ For example, local private sector vocational schools charge nearly \$8,000 for instruction, books, and materials for cosmetology. Local art schools charge between \$260 and \$400 for a class.

² Section 7-101 of the Education Article, Annotated Code of Maryland, lends support to this interpretation. It requires that: “All individuals who are 5 years old or older and under 21 shall be *admitted free of charge* to the public schools of this State.” (Emphasis supplied)

materials. It is strengthened, additionally, by the State Board of Education's by-laws, rules, and regulations which have the force and effect of law and which acknowledge that there are instances when a fee is appropriate. See, for example, COMAR 13A.04.19.05, which permits a fee for a cosmetology "work kit" that "may be purchased from the school or any salon supplier in the marketplace." Moreover, the Attorney General appears to have reached the same conclusion. In 1987, in an opinion regarding the ability of libraries to charge a fee, the Attorney General stated the following in the background section: "Beyond affirming the simple proposition that a 'free' school means one that does not charge tuition, the case law is badly split over whether schools may charge fees for ancillary services." In a 1992 Letter of Advice, the principal counsel to the State Board of Education expressed concern about charging parents for a half-day kindergarten program, saying that "the tuition-generating portion would be in violation of the State constitutional mandate for a system of 'free public schools'."³

The Public School Laws of Maryland, contained in the Education Article of the Annotated Code of Maryland, addresses fees more directly in Section 7-106, the only provision of law that specifically addresses the question of charging a fee. The law requires each county board to adopt procedures for the selection and purchase of "(1) Textbooks; (2) Supplementary readers; (3) Materials of instruction; (4) Visual and auditory aids; (5) Stationery; and (6) School supplies" for use in the schools, and it states that these items must be "free of cost for use in the public schools and in sufficient quantities for the different grades in the public schools." However, no definitions were provided. Items which do not fall within these six categories are not required to be provided free of charge.

Even though the State's founders could never have envisioned the complexity of providing educational services to address the diverse needs of today's students, the legislature has provided some guidance on those items which must be provided free of cost and those for which a cost may be assessed through passage of Section 7-106. It is imperative that the provisions of the law and the definition of these terms be interpreted through the prism of contemporary education. Toward that end, and to provide a legal framework to guide staff in their review of course-related fees, definitions were developed for each of the six categories listed in Section 7-106 (Attachment A).

2. What courses have an associated fee, what are the fees for, and how are the amounts determined and approved?

To begin this review, staff collected a comprehensive list of all fees charged by elementary and secondary schools in MCPS. Next, they determined precisely what materials each fee was intended to cover. The vast majority of fees were associated with vocational and career-related courses and courses in the arts.

³ The Attorney General also stated that he was unaware of any reported cases in Maryland that defined the parameters of "free" in the State Constitution, but, for reasons that are not clear, cited, with approval, a 1978 North Dakota case that defined it as making available free of charge anything directly related to a school curriculum. The Opinion did not mention either the historical background of the State's constitutional provision or Section 7-106 of the Education Article.

In 2003, the Office of Curriculum and Instructional Programs (OCIP) and the Office of School Performance (OSP) collaborated to determine the fees that could be charged and the maximum allowable fee for course-related items. Prior practice allowed schools to ask students to purchase supplemental materials and supplies, such as workbooks, handbooks, dictionaries, atlases, and review guides.

Every November since 2003, principals have been provided a list of the fees registered for their school. The principal reviewed the list to determine if any changes were needed. If changes were requested, OSP checked the fee against the maximum allowable amount. If the requested change fell below the maximum, the change was approved. If the requested change exceeded the maximum, documentation was required to determine if an increase in the cost of the materials warranted an increase in the maximum allowable amount. If a fee was requested that did not previously exist, OCIP reviewed the request to determine the appropriateness of the fee. If the request was deemed to be appropriate, documentation was requested to determine an acceptable maximum amount for the fee.

The process that has been in place since 2003 will be replaced with a more detailed analysis tied directly to the six categories of items that must be provided free of cost under Section 7-106 of the Education Article. If an item falls within the definition of textbooks, supplementary readers, materials of instruction, audio/visual aids, stationery, or school supplies, a fee cannot be charged. For example, if a workbook is used directly in instruction as a primary source for all or part of a course, it is considered a textbook or supplementary reader that must be evaluated in accordance with Board Policy IIB, *Evaluation and Selection*, and MCPS Regulation IIB-RA, *Evaluation and Selection of Instructional Materials and Library Books*, and provided by the school free of charge. Students and families still have the option of purchasing workbooks, other textbooks, or supplementary materials if the student wishes to keep an item permanently and does not intend to return it to the school for further use.

3. Can the number and amount of fees be reduced?

As a result of staff's review, and applying the definitions in Attachment A, the number, and in some cases the amount of course-related fees, were reduced significantly. Attachment B is a summary of guidelines for secondary school curricular fees that has been developed to assist schools with the implementation. Attachment C provides the guidelines for elementary schools. The elementary school guidelines identify materials to be provided by schools, personal student materials to be supplied by parents, and items that are not required but may be donated by parents. Fees will no longer be charged for items such as science lab supplies, workbooks used for instruction, and toner cartridges. Generally, allowable course-related fees are limited to (1) food consumed by the student as part of a course, (2) materials that become a product that belongs to the student such as a student art project, and (3) personal items that become the student's property such as auto technology uniforms. Students will be able to purchase optional reference materials not used in direct instruction in a specific class that the student chooses to use and retain as personal property, such as writing style manuals. In addition, there will continue to

be fees assessed by outside organizations, such as the College Board, the Educational Testing Service, and the International Baccalaureate Organization for their services. These are not MCPS fees and no modification of current practice is recommended.

At the elementary level, students will still be expected to purchase basic materials that remain the personal property of the student such as #2 pencils, erasers, personal notebooks, dividers, glue sticks, and rulers. However, some of these items also might be available in the classroom for class use.

Schools at both the elementary and secondary level may still choose to cover a fee that might otherwise have been assessed. The revisions are not intended to force schools to charge a fee for an item if they have not charged a fee for that item in the past, or if the school determines that covering the fee furthers an important educational objective of that school.

Schools will require additional financial support to implement these revised guidelines. As a result, \$1.5 million has been realigned for this purpose in the Fiscal Year 2010 Operating Budget to help schools manage the impact of the revised guidelines. The following summarizes the increased instructional materials allocations:

- Elementary school allocations increase by \$4 per student
- Middle school allocations increase by \$10 per student
- High school allocations increase by \$22 per student
- A total increase of \$258,495 for elementary schools; \$299,950 for middle schools; and \$981, 244 for high schools, for a total of \$1,539,689

4. How are students and families advised of a fee and of the fee waiver process and how does the process work?

In the past, each school was required to inform parents and students of course-related fees by publishing the information in registration materials or other communications to students and their parents. These communications included notice of the availability of alternative payment arrangements or waiver of fees.

As a result of the timing of this change in the guidelines, it is too late for schools to print the guidelines in the course bulletin for the 2009–2010 school year. However, each school will distribute an individualized list of the courses offered at that school that have a fee, the purpose of the fee, and the amount of the fee. Beginning with the 2010–2011 school year, the notation “student fee may apply” will appear in the course bulletin.

All students will continue to have access to all courses and to materials required for the course or instructional program, regardless of a student’s ability to pay. Notice of the availability of payment schedules, fee reduction, and fee waiver will be prominently displayed in the course bulletin.

Although students will be encouraged to contact a teacher, counselor, or administrator who will work with the student to meet his/her needs, any advocate for the student, including a family member, teacher, guidance counselor, or other person familiar with the financial circumstances of the student may request a fee adjustment or waiver on behalf of a student. Requests need not be submitted in writing. Every school will offer options that include a schedule of payments, a reduced fee, or a complete waiver.⁴ The choice of option is made by the person making the request.

Next Steps

A plan has been developed to communicate the revisions throughout the school system effective for the 2009–2010 school year. Multiple staff members will share responsibility for communicating and implementing new practices and revised guidelines, including executive staff, principals, curriculum supervisors, resource teachers, teachers, business managers, principals' secretaries, financial assistants, and auditors. All relevant staff will receive training that includes an in-depth review of the fee categories, the fee decision-making process, and the fee reduction/waiver process. MCPS Form 280-34, *MCPS Finance Office Deposit Slip*, is being revised to include a cross-check any time funds are collected for a course-related fee (Attachment D). Fees for noncourse-related items were not within the scope of this review.⁵

MCPS remains committed to providing a wide variety of classes and programs designed to prepare students for the challenges of higher education and employment. We believe the changes outlined in this memorandum strike the right balance between being able to offer high quality educational programs, reducing the financial burden on families and continuing to ensure that all students have full access to a rigorous and engaging instructional program.

If you have any questions, please contact Mr. Larry Bowers, chief operating officer, at 301-279-3626 or Dr. Frieda Lacey, deputy superintendent of schools, at 301-279-3127.

JDW:la

Attachments

Copy to:
Executive Staff

⁴ Waiver options also may be available for fees paid to outside organizations, such as the College Board, the Educational Testing Service, and the International Baccalaureate Organization for services, including testing (i.e., AP, SAT, ACT, TOEFL).

⁵ There are some charges for noncourse-related items, such as class activity fees, student parking fees, graduation fees, and student agenda books which are not related to any course. Some of these are already covered by other policies and regulations, such as field trips; and some, such as fees related to graduation and class activity fees, remain a local decision.

Definitions for Course Related Fees

- **Textbook:** The primary source or sources used throughout the course.
- **Supplementary Readers:** The secondary source or sources directly used in instruction or primary source(s) used for a portion of the course. (Homework is considered part of instruction.)
- **Materials of Instruction:** Items needed by the educator to instruct the course content and items needed by the student to demonstrate mastery of the course and which do not become the property of or are not consumed by the student.
- **Audio/Visual Aids:** Equipment used by educator to deliver the curriculum.
- **Stationery:** Paper and writing utensils not commonly found in the home and required for the student to demonstrate mastery of course objectives.
- **School Supplies:** Building or office materials needed to operate schools.

Guidelines for Secondary Course-Related Fees Developed by Work Group

General Guidelines Regarding Course-related Fees

- Every school provides without charge the textbooks, supplementary readers, audio/visual aids, stationery, and materials of instruction necessary to instruct the curriculum and/or which the students need to demonstrate mastery of the curriculum. A definition of those terms has been established and used to determine whether or not a fee may be charged.
- A waiver will be available for any student fee.
- Even if a fee may be charged under the definitions, a principal is not required to do so. Each principal is responsible for those decisions in collaboration with school leadership.
- Any allowable fee must be for the cost of the item (rounded to the nearest dollar for ease of accounting)—no overcharge may be made to paying students to offset a school's responsibility to support all students.
- If there is damage or breakage to an item, a fee may be charged for the replacement or repair of that item (This applies even if an item originally could not have a fee charged for it.)
- Students may be charged transportation and associated fees for a field trip but not in advance as a course fee. The amount charged should be the expense (bus, admission, chaperones, substitutes—if required, etc.) divided by the number of students expected to attend. Although the final student cost may be rounded to the nearest dollar for ease of collection, no overcharge may be assessed to paying students to offset a school's responsibility to support all students.
 - A music festival is considered a field trip and students may be charged transportation and other associated fees but not in advance as a course fee.
 - Students cannot be required to go to festivals.
 - If a performance before an audience is needed to assess mastery, a concert should be held at the school.
- Fees may be charged by any outside organizations for their services.
 - Examples are International Baccalaureate, Advanced Placement, and academy and industry certifications

Textbooks and Supplementary Readers

- Textbooks and supplementary readers are defined as the primary or secondary source or sources directly used in instruction.
- It is the school's responsibility to provide textbooks and/or supplementary readers without cost to the student.
 - Examples of supplementary readers are as follows:
 - Atlas if required for instruction and mastery
 - Core novel
 - Anthology
 - Dictionary

- Workbooks that are necessary to instruct the curriculum and/or which students need to demonstrate mastery of the curriculum are considered as textbooks. (See Policy IIB, *Evaluation and Selection*, and Regulation IIB-RA, *Evaluation and Selection of Instructional Materials and Library Books*.)
 - The approval process requires five signatures, including the program supervisor, on Form 365-25, *Record of Evaluation for Instructional Materials*.
 - Schools deciding to require the use of an allowable workbook may not charge a fee for the workbook.
 - Examples of workbooks for which fees may be allowable are as follows:
 - Accounting workbook
 - Foreign language workbook
 - AP Prep workbook (in the AP course)
 - SAT Prep Workbook (in SAT prep course)

Audio/Visual Aids

- Audio/visual aids are defined as equipment used by a teacher to deliver the curriculum.
- It is the school's responsibility to provide audio/visual aids without cost to the student.
 - An example of an audio/visual aid is head phones

Stationery

- Stationery is defined as paper and writing utensils not commonly found in the home and required for the student to demonstrate mastery of course objectives.
- It is the school's responsibility to provide stationery not commonly found in the home and required for the student to demonstrate mastery of course objectives without cost to the student.
 - Examples of stationery are as follows:
 - Highlighters
 - Pencils, colored
 - Post-it notes
- Students may be asked to bring paper and writing utensils commonly found in the home to school as personal writing supplies.

School Supplies

- School supplies are defined as building or office materials needed to operate schools.
- It is the school's responsibility to provide school supplies.
 - Examples of school supplies are as follows:
 - Dry erase markers
 - Facial tissue
 - Paper towels
 - Pencil sharpener
 - Three-hole punch
 - Toilet paper

Materials of Instruction

- Materials of instruction are defined as items needed by the educator to instruct the course content and/or items needed by the student to demonstrate mastery of the course which do not become the property of or eaten by the student.
- Students may not be charged for materials of instruction unless, as noted below, the item is eaten by the student or becomes the personal property of the student.
 - If it is required by the teacher to instruct the course or by the student to demonstrate mastery of curricular objectives and the material does not become the property of the student or it is not consumed by the student, a fee **may not** be charged.
 - Examples of materials of instruction for which a fee may not be charged are as follows:

➤ Cooking utensils	➤ Safety equipment
➤ General art supplies	➤ Science lab materials
➤ Hammers, saws	➤ Sheet music
➤ Photography chemicals	
 - If it is required by the teacher to instruct the course or by the student to demonstrate mastery of curricular objectives *but* the material may become the personal property of the student or the student consumes the material, a fee may be charged.
 - Examples of materials of instruction for which a fee **may** be charged are as follows:

➤ Art frames and canvas	➤ Sculpting clay
➤ Balsa wood kit	➤ Textiles and textile kits
➤ Food supplies	➤ Trades kit
- Specific materials of instruction for which fees were previously allowed have been examined according to the current definitions and changes to standard operating procedures may be required.
 - Graphing Calculators—Students should be encouraged to purchase their own graphing calculator for their academic career.
 - If a student cannot purchase a graphing calculator, one will be loaned to the student for the duration of the course.
 - Students may be required to make a 50 percent deposit fee on a graphing calculator for use during the course.
 - The deposit will be returned to the student at the end of the course as long as the calculator is returned in proper working condition.
 - Music Groups' Clothing—Band uniforms and/or show choir robes/outfits will be loaned to students.
 - A fee for dry cleaning may be charged.
 - A charge for repairs may be assessed after review of the condition of the item when it is returned.
 - Whenever possible, schools should be encouraged to use/require informal concert attire that individual students have or can easily acquire such as black pants and white shirts or blouses.
 - Schools will be provided money on a cycle (twelve-year cycle has been proposed) for purchase of uniforms.

- Musical Instruments—Schools should have a reasonable selection of musical instruments on hand for use with no fee.
 - If a student’s preferred instrument is unavailable, a student has the option of renting the preferred instrument.
- Physical Education Locker Room Locks—Physical education locker room locks must be provided by MCPS for security reasons.
 - Students may be required to pay a deposit fee on a lock for use during the school year. A deposit is returned to the student at the end of the course as long as the lock is returned in proper working condition.
 - If a student damages or loses the lock, the student may be required to pay the full amount for the lock.
- Physical Education Towel Fee—A towel fee may not be charged.
 - Towels do not need to be provided.
 - If a student wants to have a towel, it can be brought from home.

Individual Student Organizational Tools and Personal Writing Supplies

Parents remain the most important partner a classroom teacher has for preparing a student to learn. Parents equip students with important organizational tools for success in class.

- Students may be expected to bring individual organizational tools and personal writing supplies from home.
- Each school may decide the items recommended for students to bring from home.
 - Examples of bring individual organizational tools and personal writing supplies that may be supplied by the parents are as follows:

<ul style="list-style-type: none"> ➤ Eraser tops of #2 pencils ➤ Hole punch, for notebook ➤ Notebook dividers ➤ Pencil pouch, zippered 	<ul style="list-style-type: none"> ➤ Pencils, #2 ➤ Pens, ballpoint ➤ Personal notebooks ➤ Pocket folders
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- Student Planners—A fee may be charged unless the planner is used in the school’s procedures as a hall pass. Grades may not be given for student planner checks.

Waiver of Fees Form

Students and/or parents do not have to provide documentation to request a waiver.

- Must be institutionalized among teachers that they have a role and the responsibility to advocate for a student through the waiver process.

Guidelines for Elementary School Fees and Supplies Developed by Work Group

General Guidelines Regarding Course-related Fees

- Every school without charge provides the textbooks, supplementary readers, audio/visual aids, stationery, and materials of instruction necessary to instruct the curriculum and/or which the students need to demonstrate mastery of the curriculum.
- If a particular material of instruction becomes the personal property of the student, the student may supply this item and/or the student may be charged a fee for the item.
- There will be a waiver available for any student fees.
- All items used for instruction must be available in the classroom in class sets. Individual student organizational tools and stationery supplies also should be available in case a student forgets his/her items at home.
- Any allowable fee must be for the cost of the item—no overcharge may be made to paying students to offset a school’s responsibility to support all students.
- Even if allowed to ask a student to provide an item and/or charge a fee, a principal is not required to do so.
- Students may be charged transportation and associated fees for a field trip, but not in advance as a course fee. The amount charged should be the expense (bus, admission, chaperones, substitutes—if required, etc.) divided by the number of students expected to attend. Although the final student cost may be rounded to the nearest dollar for ease of collection, no overcharge may be assessed to paying students to offset a school’s responsibility to support all students.

Textbooks and Supplementary Readers

- Textbooks and supplementary readers are defined as the primary or secondary source or sources directly used in instruction.
- It is the school’s responsibility to provide textbooks or supplementary readers without cost to the student. Each elementary classroom should have the supply required for instruction (as needed or classroom set).
 - Examples of supplementary readers are as follows:

➤ Dictionary	➤ Thesaurus	➤ <i>Weekly Reader</i>
➤ <i>Scholastic News</i>	➤ <i>Time for Kids</i>	➤ World atlas
- If a periodical is not used for instruction or mastery but is used as an independent resource, a fee may be charged.
- Workbooks that are necessary to instruct the curriculum and/or which students need to demonstrate mastery of the curriculum are considered as textbooks. (See Policy IIB, *Evaluation and Selection*, and Regulation IIB-RA, *Evaluation and Selection of Instructional Materials and Library Books*.)
 - The approval process requires five signatures, including program supervisor, on Form 365-25, *Record of Evaluation for Instructional Materials*.

- Schools deciding to require the use of an allowable workbook may not charge a fee for the workbook.
- Examples of possible workbooks are recorder instruction and practice workbook

Audio/Visual Aids

- Audio/visual aids are defined as equipment used by a teacher to deliver the curriculum
- It is the school's responsibility to provide audio/visual aids without cost to the student. Each elementary classroom should have the supply required for instruction (as needed or classroom set).
 - An example of an audio/visual aid is head phones

Stationery

- Stationery is defined as paper and writing utensils not commonly found in the home and required for the student to demonstrate mastery of course objectives.
- It is the school's responsibility to provide stationery not commonly found in the home and required for the student to demonstrate mastery of course objectives without cost to the student. Each elementary classroom should have the supply required for instruction (as needed or classroom set).
 - Example of stationery are as follows:

➤ Highlighters	➤ Picture paper	➤ Transition paper
➤ Pencils, primary	➤ Post-it notes	
➤ Pencils, colored	➤ Primary writing paper	
- Students may be asked to bring paper and writing utensils commonly found in the home to school as personal stationery supplies. Classroom sets of personal stationery supplies also should be available in case a student forgets his/her items at home.

School Supplies

- School supplies are defined as building or office materials needed to operate schools.
- It is the school's responsibility to provide school supplies. Each elementary classroom should have the supply required for instruction (as needed or classroom set).
 - Examples of school supplies are as follows:

➤ Band-Aids	➤ Facial tissue	➤ Pencil sharpener
➤ Dry erase markers	➤ Index box cards, A-Z	➤ Three-hole punch
➤ Erasers, large	➤ Paper towels	➤ Toilet paper

Materials of Instruction

- Materials of instruction are defined as items needed by the educator to instruct the course content and/or items needed by the student to demonstrate mastery of the course which do not become the property of or eaten by the student.

- It is the school's responsibility to provide materials of instruction without cost to the student unless, as noted below, the item becomes the personal property of the student. Each elementary classroom should have the supply required for instruction (classroom set).
 - Examples of materials of instruction are as follows:

➤ Calculator	➤ Data binders	➤ Ruler
➤ Circle compass	➤ Glue sticks	➤ Scissors
➤ Comp book/ journal	➤ Jump drive/memory stick	
➤ Crayons	➤ Protractor	
 - Musical Instruments—The instrumental music teacher should have a reasonable selection of instruments on hand for use with no fee. If a student's preferred instrument is unavailable, a student has the option of renting the preferred instrument.
 - If the material of instruction becomes the personal property of the student, a fee may be charged.
 - An example of material of instruction that becomes the personal property of the student is a recorder

Individual Student Organizational Tools and Personal Writing Supplies

Parents remain the most important partner a classroom teacher has for preparing a student to learn. Parents equip students with important organizational tools for success in class.

- Students may be expected to bring individual organizational tools and personal writing supplies from home.
- Each school may decide the items recommended for students to bring from home.
 - Examples of individual organizational tools and personal writing supplies that may be supplied by the parents are as follows:

➤ Eraser tops of #2 pencils	➤ Pencils, #2
➤ Glue Sticks	➤ Pens, ballpoint
➤ Hole punch, for notebook	➤ Personal notebooks
➤ Notebook dividers	➤ Pocket folders
➤ Pencil pouch, zippered	
- Student Planners—A fee may be charged unless the planner is used in the school's procedures as a hall pass. Grades may not be given for student planner checks.

Parent Donations

Parent donations of items that enhance the classroom experience are welcomed, either as donations from individual parents or organized by class parents or by the PTA.

- These are not required donations and no student will be expected to provide these items.
 - Example of items that may be donated by parents include the following:

➤ Baby wipes	➤ Clear, empty, 2-liter soda bottles
➤ Box of assorted plastic forks, spoons, and knives.	➤ Disinfectant wipes
➤ Brown paper grocery bags	➤ Facial tissues
➤ Used, clean socks for cleaning white boards	➤ Hand sanitizer
	➤ Money for class snacks/celebrations
	➤ Paper plates

WORKING DRAFT

Attachment C

- Paper towels
- Stickers
- Used tennis balls (with 2" slit)
- Gallon-size plastic storage bags
- Sandwich-size plastic storage bags

MCPS Finance Office Deposit Slip
Directions for Completion

Sponsors:

1. Complete the form in entirety.
2. Fill in the date. Do not write in the space "Receipt #."
3. Fill in your name and your vendor number.
4. Fill in the IAF account and account number.
5. Review course-related fees assurances to ensure compliance.
6. List each student's name unless a separate list is attached, then write "see attached list."
7. The amount the student pays must be listed as check or cash.
8. Fill in the amounts for Cash, Checks, Total and the # of checks.
9. The financial assistant/administrative secretary should count the currency and initial the amount is correct then count the number of checks and verify that it agrees with the number turned in.
10. Once the financial assistant/administrative secretary verifies the complete deposit, he/she will receipt the funds, write the receipt number on the MCPS Finance Office Deposit Slip and send a copy of the receipt to the sponsor to attach to their copy of the MCPS Finance Office Deposit Slip.

Financial Assistant/Administrative Secretary:

1. Count the currency and confirm that the cash amount is correct. Count the number of checks and verify that it agrees with the number turned in.
2. Sign and date the MCPS Finance Office Deposit Slip.
3. Receipt the funds. Write the receipt numbers on the MCPS Finance Office Deposit Slip. Send a copy of the receipt to the sponsor to attach to their copy of the MCPS Finance Office Deposit Slip.
4. If the fee is indicated for a course-related fee, verify that the fee is registered on the school's approved list.
5. The MCPS receipt copy, if manually prepared, stays in the receipt book for 2 part receipt books. For 3-part receipt books, attach one copy to the MCPS Finance Office Deposit Slip and file in the appropriate file for the IAF account that the deposit is applicable to. If EPES and you are printing 3 copies, one copy will be attached to the MCPS Finance Office Deposit Slip and filed in the appropriate file for the IAF account that the deposit is applicable to. The third copy of the EPES receipt is kept in numerical sequence with all of your receipts.