

Course-Related Fees Do's and Don'ts

Don't Charge Fees For		
<p>Textbooks <i>The primary source or sources used throughout the course.</i></p> <p>Supplementary Readers <i>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. Workbooks are included here.)</i></p> <p>Audio/visual Aids <i>Equipment used by the educator to deliver the curriculum.</i></p> <p>Stationery <i>Paper and writing utensils not commonly found in the home and required for the student to demonstrate mastery of course objectives.</i></p> <p>School Supplies <i>Building or office materials needed to operate schools.</i></p> <p>MOST Materials of Instruction <i>Items needed by the educator to instruct the course content and items needed by the student to demonstrate mastery of the course unless covered by one of the three exceptions below.</i></p>		
May Charge Fees Under Certain Conditions		
<p>Materials of Instruction Fees may be charged for:</p> <p><i>Items consumed (eaten) by the student as a part of the course (example: cookie dough ingredients).</i></p> <p><i>Component parts of a product that will become student property (example: sculpting clay, model airplane kit).</i></p> <p><i>Items of personal use that become the property of the student for reasons of personal hygiene or industry standards. (example: career prep uniforms, hard hats, cosmetology kit).</i></p>		
May Charge Fees For		
<p>Student Planners (Agenda Books) <i>Agenda books are not course-related, but a local school decision, as long as it is not part of a student's grade and/or it is not used as a hall pass. Local school decisions are made by the principal in collaboration with the school and parent leadership.</i></p> <p>Field Trips <i>Follow regulation IPD-RA, Travel-Study Programs, Field Trips and Student Organization Trips as well as the course-related fee guidelines that state:</i></p> <ul style="list-style-type: none"> • <i>Students may be charged transportation and associated fees for a field trip but not in advance as a course fee.</i> <ul style="list-style-type: none"> • <i>The amount charged should be the expense divided by the number of students expected to attend.</i> • <i>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 the costs absorbed by the school for students who are unable to pay.</i> 		
Students May Be Asked To Provide		
<p>Individual Student Organizational Tools and Personal Supplies <i>The following list is for example only.</i></p> <p><i>Listed items may not be requested, or other items may be listed.</i></p> <p><i>These items are commonly found at home or available in many stores.</i></p>		
Crayons	Jump drive/memory stick	Pens, ballpoint
Eraser tops of #2 pencils	Loose-leaf notebook paper	Personal binders/notebooks
Glue Sticks/white glue	Notebook dividers	Personal Spiral/Composition Book
Hole punch, for notebook	Pencil box or zipper pouch	Pocket folders
	Pencils, #2	