

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-33
Subject: SCHOOL SUPPLIES / MATERIALS AND INSTRUCTIONAL FEES	Issued: 7/1/86
Preparing Office: Office of the Superintendent	Amended: 11/17/21

I. Policy

II. Procedures

Under no circumstances should a student be denied access to any Frederick County Public Schools (FCPS) sponsored course or activity in the instructional program due to their financial situation. School administrators shall monitor the costs and scheduling of instructional activities to keep the financial burden within fair and reasonable limits for all families.

A. Schools may request, but not require, that students provide specific school supplies and may charge fees for workbooks, newspapers, physical education uniforms, industrial arts, home economics, and other materials that will become the student's personal property when the course or project is completed. However, there will be no penalty or other consequences for students who do not purchase the supplies, nor can students be denied admission to programs if they do not purchase their own. Students and parents will be notified of the process for requesting an exemption. In the event of financial or other restrictions, students and parents are encouraged to work with the teacher, counselor, or administrator to find alternative ways to obtain essential equipment or supplies and waive other fees that may prevent a student from participating.

B. Supplies

All requests for students to purchase materials or pay fees shall be subject to the approval of the principal.

The principal of each school shall ensure that a list of materials requested for each grade level in grades kindergarten through eight and in each subject in senior high is developed and provided to parents by July 1.

Requests shall be moderate so as not to impose a financial burden on students.

C. Materials of Instruction

Generally, participation in any instructional activity that occurs during the school day is free of charge and all materials are provided, including:

1. Instrumental Music – Students may choose to purchase or rent a musical instrument, but this will not be a requirement for participation.

2. Photography – Cameras may be requested for students, but students may not be required to supply their own to enroll in the program.

No student shall be denied any supplemental aid adopted for use in the instructional program because of student's inability to purchase the aid. The school shall provide materials that are equivalent in quality and/or value to those materials being requested for purchase.

Workbooks, newspapers, and textbooks may be purchased if the students want them to become their own personal property. However, materials must be loaned to students who choose not to purchase these materials.

D. Electronic Devices

Electronic devices issued by FCPS for student use are provided as outlined in the linked document: [Electronic Device Usage Agreement](#).

E. Fees

Fees cannot be charged for participation in activities that are required for the course grades. Lab fees may be charged for items that become the personal property of the students (i.e., mahogany for a coffee table). Lab fees for paper or equipment, or other materials required to complete coursework, are inappropriate.

Fees may be charged for expenses incurred in attaining external certification or testing offered through a special course.

Technology fees and coverages are set forth in the linked document: [Technology Repairs & Replacements](#)

Enrollment fees for summer school courses will follow criteria outlined in [FCPS Regulation 400-40 Summer Session Programs](#).

F. Field Trips

Field trips not required by the curriculum are considered extracurricular and participation fees may be charged. If trips are considered extracurricular, there cannot be negative consequences regarding the student's grade.

Approved:

original signed by

Theresa R. Alban, Ph.D.
Superintendent