

Criteria for Materials That Can Be Purchased with Educational Units (Instructional Funding) Parent Information

Definition:

Average Daily Attendance (ADA) funding is received by the state for claimed student attendance for the purpose of supporting our student's education at Connecting Waters Charter Schools. **Therefore, all vendor PO requests must be in alignment for requesting only the basic educational items that support a student's learning as documented in their Education Plan created collaboratively between the Education Specialist (ES), parent, and student.** Curriculum materials and supplies must be used to meet the school and California state educational standards for the student listed on the purchase order (PO) that the materials are being purchased for. Each school's Resource Center provides a variety of new and gently used curriculum options, novels, supplemental materials, and music instruments to check out and will not deduct from the ES's Educational Unit (EU) budget and student(s) will receive the materials timely.

Curriculum Materials and Supplies Returned to School

Curriculum materials, instruments, technology equipment, and/or any supplies purchased using public funds (Educational Units, EU) can not be kept by, purchased by the parent, sold or gifted to or from the family. All material, equipment, and/or supplies purchased by the school are considered as property of the school and **must be returned** when no longer in use or within 5 business days upon exiting the school's enrollment. The unconsumed school curriculum materials or any school/office or art/project type of supplies, are also the property of the school and are to be returned to the purchasing school's Education Specialist or Resource Center when exiting the school's enrollment. A family is responsible for returning all non-consumable curriculum, manipulative materials, music instruments, technology equipment, and/or any unused or partially used school / office / project supplies. The school can charge parents the current retail value to replace any non-consumable materials or equipment that is lost or stolen. For non-consumable curriculum materials and/or equipment that is returned with damages or unusable upon the evaluation of the item, that is not caused by normal wear and tear, the family will be charged the current full retail price to reimburse the school for the cost to repair and/or replace the item.

Please Follow the Below Spending Guidelines. ES is to review order before requesting POs:

1. ***Library Books. Readers, Novels** - Please check the school's online Library System or your local public library systems first. If the library books are not available then you can order novels using the school's designated vendor's for library books, **Barnes & Noble and Rainbow Resource**. Literature packages can also be ordered from **BookShark, Moving Beyond the**

Page and Oak Meadow, and considered non-consumable. In general, all books are the property of the school and need to be returned in good condition. For students in grades 9-12, novels for classes can be annotated and are considered consumable.

2. **Print Curriculum, Music Instruments, Supplemental Manipulatives**

Please check the school's online Library System or in-person at your student's Resource Center for the curriculum materials, manipulatives, and/or instruments that are available to check out before requesting a PO from your ES. Education Specialists (ES) requesting item(s) on a purchase order can be disapproved, or may delay the family in receiving their curriculum in a timely manner if the resource center currently has the items being requested. During the beginning of a school year vendors can take 6-8 weeks longer to fulfill an order. **The school already has a lot of materials available to check out that will not be deducted from the ES's funding budget for your student(s).**

- a. School funds can not be used to purchase sectarian curriculum/materials, or non-sectarian materials from a sectarian publisher.
- b. Recommended Curriculum Resources are linked on the school's website page located at [Curriculum Resources](#)
- c. **Utilize the school's online Library System there are a lot of options for manipulatives available to check out.**
The ES will only order necessary manipulative / supplemental items that align with the core curriculum per student and per core subject to support the student's new learning written in the Ed Plan.

3. **Individual Curriculum Kits or Subscriptions**

Curriculum activity kits or subscriptions must align with grade-level standards and be in alignment with the documented learning in the student's Educational Plan.

- a. Limit of 1 school year subscription option per subject, per student. (note: if the vendor offers a 3 month and 6 month order option, you can order both subscriptions to receive 9 total kits in the school year. 9 month kit subscriptions should be ordered in the fall. Kits should be received within the current academic year to support the learning documented in the student's Ed plan.
- b. There is a maximum limit of 10 individual kits per student, per subject, received within the current school calendar year if a subscription plan option is not applicable to the vendor or if individualized kits better fits student's learning needs.

4. **School / Office Supplies**

The school has a purchasing program with Amazon Business for providing students with the school's approved basic school / office supplies. A family must have at least one student with a **school email address** to receive an Amazon CWCS Business non-purchasing login, to **choose from the CWCS organization preferred items** and then share each student's individual list with their ES's school email address. ES will receive your shared school supply list(s) sent from the Amazon system and complete the PO request. This must be done **per student** and the requested items on a shared list must be for the **individual student listed on the PO**. Items must be **necessary to complete documented learning** according to the student's **Education Plan** for the current school year. Amazon CWCS Parent Educator Training Video is sent to the student's school email address upon the activation of the student's school Amazon account. Training guide links are located on the school's website > General Parent Information page.

- a. School printer Ink cartridge limit - 1 black cartridge and 1 color cartridges, per family, per semester.
- b. Printer paper limit - 1 ream per student, per semester.
- c. We do not purchase cartridges/toner for a personal printer. It is the ES's responsibility to ensure that the family has a school owned printer in their inventory prior to ordering ink. ES has the option to use their EU budget to provide the student/family a school printer and ink supplies.

5. **Sciences: Equipment, Supplies, & Science Kits**

Order only basic grade level and age-appropriate items that align with a science standard, health standard, and activities **according to the student's Education Plan**. Schools designated vendors for equipment and supplies are **Carolina Biological, Nasco, Home Science Tools, and United Scope**. Science Kit vendors include **Nancy Larson Science, Quality Science Labs, Delta Education, Sphero Inc, Steve Spangler Science**. PO requests are made **per student** and limits include:

- a. 1-2 science craft kits per student per semester (ie. crystal growing, gem & rock kits)
- b. Up to 10 individual kits for experiments per student, per school year for all combined vendors.
- c. Annual subscription option per student, per school year, should be ordered in the fall. (note: if the vendor offers a 3 month and 6 month can order 2 subscriptions that total 9 kits as the annual option.

6. **PE Equipment**

First check the school's Resource Center before requesting a PO. If the PE equipment is not available at the center then only basic grade level and age-appropriate items that align with PE state standards and documented learning in the student's Educational Plan, may be ordered. Schools designated vendors for PE equipment are **School Specialty, LLC and Nasco**. Further details can be discussed with your ES but follow these general limits:

- a. Item's price range should be approximately \$75 or less.

- b. 1-2 item choices per documented PE activity, per student.

7. **Art / Multi-Subject Craft / Project Supplies**

All art or special interest craft/project supplies no matter the subject category, have an (EU) funding limit for all combined vendor's orders and can only use the designated supply vendors per student that aligns with documented learning in the individual student's Ed Plan. The school's designated art/craft/project supply vendors and ordering limits include:

- a. **Amazon CWCS Business** - Is the schools only designated school/office, special interest art project, and technology accessory supply vendor. The school has a purchasing program for customizing "Organization Preferred" Supply Lists that provides the ES and Parent Educator the school's approved list of items. Families that have completed and signed a Google Apps for Education (GAPE) Permission form will receive an Amazon CWCS Business **non purchasing** account access invitation email. Families with multiple enrolled students need to use **each students individual school email address** to create a login in order to share the individual student's supply lists with your ES. Each supply list request is created per student and the school's selected items should be for the individual student that will be listed on the PO and necessary to complete documented learning according to the student's Ed Plan.
- b. **Blick Art Supply** - This vendor can be used for the **intermediate to advanced** art supplies for the student listed on the PO who is enrolled in a vendor class, college class, or CWCS art class. Class syllabi or lesson plans may be requested. Your ES can assist you with further guidelines.
- c. **Nasco** - This vendor can be used for the basic art supplies for students TK-12 to complete documented learning according to the student's Ed Plan.
- d. **Rainbow Resource** - Is NOT a school / office or art / project supply vendor. However, the ES can order a school supply item when it is applicable to an out of stock item canceled on the Amazon PO and ES has properly added the canceled item's PO number on the Rainbow Resource PO internal note. Otherwise, school / office and art / project supplies requested on a Rainbow Resource PO will be disapproved on the order. Your ES will be notified to resubmit items using the school's designated Amazon supply vendor.
- e. **A Child's Dream** - This vendor is used only for **Waldorf Curriculum** supplies for the learning documented in the student's Ed Plan using Waldorf Curriculum.
- f. **CM School Supply** - This vendor is designated for **CA mission supplies** for the learning documented in the student's Ed Plan

- g. Select only basic items and just enough to be used for the documented learning within the current school year. EUs should not be used to purchase supplies for summer projects or to prepare for the upcoming school year.
 - h. Excessive amounts of supplies for one student, intended to share with students in a Co-op, not aligning with the documented learning, items with a high unit cost, multiple selections of similar items, bulk items or sets (even if under the total spending limit) will be disallowed.
8. Please note: Vendors including **Rainbow Resource, Lakeshore Learning, Hands-On, and A Child's Dream** are limited to the **core curriculum** materials that are part of and align with the student's Education Plan. Please follow the below guidelines. (**Note: office/school and art/craft supplies cannot be purchased through these vendors and all orders must be requested per student.**)
- a. First check your Resource Center for available curriculum and supplemental materials. Materials available at Resource Center can be disapproved on a PO or may take 6-8 weeks longer to receive materials.
 - b. 1-2 supplemental manipulative types of items per student per semester to support learning for all combined vendors.
 - c. 2-3 item options per student per semester for special interest project/activity supplies like kits for jewelry making, gem & rock kits, sewing kits, wooden doll making, pottery supplies, molding kits, sewing items, mini latch hook rug kits, candle making, ect. for all combined vendors
 - d. 3-5 Core Activity workbooks per semester are limited to independent practice, skill-building, bridging, to complement a core curriculum to support learning for all combined vendors.
 - e. 1-2 board games per student per semester to support core learning for all combined vendors.
 - f. 1-2 puzzles per student per semester to support core learning for all combined vendors.
 - g. 1-2 educational posters, maps, wall charts, coloring/activity books (no adult coloring or activity books that don't support core learning), classroom bulletin accents or sets.

Most Common Disallowed Items (This is not an all-inclusive list) Consult with your ES for a detailed acceptable and unacceptable list. All items on a PO are subject to review by Business Services and any non-educational or excessive item(s) can be denied)

- Animals, farming and gardening equipment, compost bins
- Backpacks
- Batteries
- Bird feeders
- Bicycles, hoverboards, scooters, skateboards

- Bolts of Fabric
- Boxing gloves or accessories
- Clothing-aprons,t-shirt,socks
- Dolls / toys
- DVD players
- Face art supplies; temporary tattoos, cosmetics
- Figurines, models sets (airplane, automobiles, Metal Earth 3D sets)
- First aid kits or supplies
- Fish aquariums / supplies
- Fitness trackers
- Fitness ropes - 1 ½ " thick or large ropes
- Food or food supplies,diet cookbooks, cooking/baking supplies
- Food scented bookmarks, scented markers, sidewalk chalk
- Glitter glue or bulk glue products
- Glue guns, box cutters, blades
- Ink cartridges / toner for personal printer
- Incubators / Chicken eggs and other farms supplies
- Laminating machine / supplies
- Large portable or wall-mounted whiteboards
- Music instruments exceeding school limit / professional level models
- Music instruments accessories or repair for non-school owned property
- Non-educational Disney, Superhero themed items
- Nooks / e-Readers / tablets
- Personal items, all storage containers/organizers, school furniture (ie. desk, chairs)
- Pet supplies
- Play tunnels
- Pre-made jewelry, candles, toys, dolls, stuffed animals, train sets, dress-up costumes
- Portable Basketball hoops or shot clock basketball
- Rockets or Rocket kits/supplies
- Sectarian materials or non-sectarian material(s) if the publisher is sectarian
- Stickers for arts & crafts, scented stickers, non-core sticker activity or coloring books

- Table Tennis tables
- Touchable Bubbles
- Toys
- Watches, wall clocks
- Webcams
- Water activity sets and/or water and sand table
- **Materials must not expose the ES or student to dangerous or serious injury; large or heavy items are disallowed.**
(must be limited to an item which the ES can transport).
- Chemicals / Poisons
- Paper Trimmers
- Knives (including Exacto and rotary blades)
- Batting cages, Pitching machines
- Bows and Arrows
- Darts with sharp points
- Heavy weights, kettlebells, large mats, or weightlifting equipment
- Saws, tools, welding equipment, leather tandy supplies
- Staple guns
- Trampolines
- Swimming Accessories or pools
- Swing sets
- Glue Guns
- Rocket Engines or Rocket kits/supplies
- Weapons
- Power tools
- Welding equipment
- Wood carving sets / supplies