Attachment A

Middle School Principal Letter to Parents

As you may be aware, changes to the existing practices regarding assessment of course-related fees will be implemented for the 2009–2010 school year. The new guidelines are intended 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. A list of those courses being offered at our school which include a course-related fee is included with this information.

Course-related fees are not charged for textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools.

The approved course-related fees primarily fit into three categories as follows:

- Items consumed by the student as a part of the course (example: recipe ingredients).
- Component parts of a product that will become student property (example: sculpting clay, model airplane kit).
- Materials of instruction or items of personal use that become the property of the student for reasons of personal hygiene or industry standards (example: tap shoes).

Students are still expected to bring individual organizational tools and personal supplies (such as notebooks, pencils, and paper) from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include fees for class fees, special team activities, etc. I will discuss these decisions with our school and parent leadership this summer and will update you on this information as needed. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a course fee.

In circumstances when a course is selected with a fee, we are committed to providing all students, regardless of their economic circumstances, with full access to all courses, including the instructional materials required for those courses and the instructional program. A student, his/her parent or guardian, or any student advocate may request an adjustment to the course fee. Please contact the teacher, the counselor, or the administrator who will work with you to meet your needs. You and your child will have options that include a schedule of payments, a reduced fee, or a complete waiver.

I am committed to the intent of these changes and plan to successfully reduce course-related fees while maintaining the instructional program our students expect and deserve. If you have any questions regarding the course-related fees being charged at our school for the 2009–2010 school year, please contact me.