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ACTION REQUESTED

Office of School Performance  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

August 19, 2008

MEMORANDUM

To: All Principals

From: Stephen L. Bedford, Chief School Performance Officer 

Subject: ACTION REQUESTED: Student Curricular Fees

**Summary**

- Recently there have been a number of questions regarding curricular expenses for students (student fees) from parents, members of the community, and media. These questions have been directed to individual schools, the Office of School Performance, and the Public Information Office. Generally, the questions are focused on the legality of charging fees for curricular expenses, such as supplemental materials and project/lab fees.
- A summary of Board of Education Policy JNA, *Curricular Expenses for Students*, and Montgomery County Public Schools Regulation JNA-RA, *Curricular Expenses for Students*, is attached for your information and to ensure a consistent understanding of this policy and regulation. This summary provides clarification on curricular expenses and highlights those expenses that are allowable under Policy JNA. Please remember, students must have reasonable access to supplemental materials and may not be penalized academically for their inability to pay for supplemental materials.

**Action**

- This summary should be shared with your staff members, especially teachers, counselors, and clerical support staff. Additionally, the following links are provided to assist access to [Policy JNA, Curricular Expenses for Students](#), and [Regulation JNA-RA, Curricular Expenses for Students](#), via the Montgomery County Public Schools website. Please ensure that you and your staff members are familiar with this information.

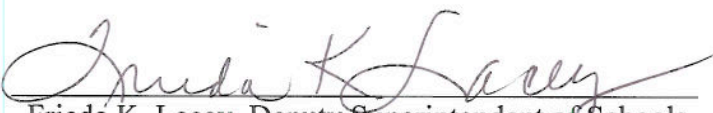
**Questions**

- If you have additional questions regarding curricular expenses or receive questions that you feel you cannot respond to, please contact your community superintendent.

SLB:bmk

Attachment

Copy to:  
Executive Staff

Approved:   
Frieda K. Lacey, Deputy Superintendent of Schools

Summary of Board of Education Policy JNA, *Curricular Expenses for Students*, and Montgomery County Public Schools Regulation JNA-RA, *Curricular Expenses for Students*

- Board of Education Policy JNA, *Curricular Expenses for Students*, and Montgomery County Public Schools Regulation JNA-RA, *Curricular Expenses for Students*, govern student course-related fees.
- Project or lab fees may be charged. No student will be excluded from participation in any course requiring project or lab fees based on the inability to pay the fee.
- You may be contacted by persons who challenge or contradict our policy of curricular expenses for student fees. There may be individuals or organizations that attempt to tell you that no fees may be charged. This is their interpretation of the law.
- The Board of Education has approved fees under certain circumstances, and our policy is that students may be asked to purchase supplemental materials or provide project or lab fees.
- Montgomery County Public Schools provides all students with full access to all courses, the instructional materials required for those courses, and the instructional program.
- Required textbooks are provided by the school.
- Expenses associated with some courses, including workbooks and materials, that become the property of students are allowed.
- It may be requested that students purchase supplemental materials, such as workbooks, dictionaries, review guides, etc.
- Students must have reasonable access to supplemental materials and may not be penalized academically for their inability to pay for supplemental materials.
- No student may be excluded from participation in any course based on inability to pay the fee where a fee may be applicable.
- Curricular expenses are reviewed and approved annually by community superintendents.