

# POLICY

## Queen Anne's County Public Schools

POLICY TITLE: Course Fee Policy	
ADOPTION/EFFECTIVE DATE: May 04,2011	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students	
Amendment:	

### I. Purpose

The purpose of this policy is to provide a consistent process for determining when a course fee is appropriate.

### II. Policy Statement

The Queen Anne's County Public Schools Board of Education (QACPS BOE) believes in equal access to education for all students, thereby adopting this as policy in accordance with the federal mandate for a free and appropriate education to all children.

### III. Rationale

While in general, the education program of Queen Anne's County Public Schools provides the equipment, supplies and materials necessary for students to participate in the associated activities, there may be occasions when the curriculum or a course asks students to supply certain materials. The rationale for this policy is to ensure that no student enrolled in Queen Anne's County Public Schools is denied access to any school-sponsored course or activity in the instructional program due to their financial situation with regard to course fees, course requirements or materials of instruction.

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### **IV. Definitions**

1. **Course Fee:** Any fee charged to a student for class materials (ex: lab fee in Science).
2. **Course Requirement:** Specific materials required for students to purchase in order to participate in the course.
3. **Materials of Instruction:** Items needed by the educator to teach the course content and/or items needed by the student to demonstrate mastery of the course content.

### **V. Implementation**

The Superintendent is responsible for drafting procedural guidelines for the implementation of this policy.

### **VI. Evaluation**

The Superintendent will provide the Board of Education a review of this policy in August 2015. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.