



**Spark M. Matsunaga Elementary School**  
**Longview School**

13902 Bromfield Road, Germantown, MD 20874

Phone: 301-601-4350 Fax: 301-601-4358

July 1, 2009

Dear Parents and Guardians:

As you may be aware, changes to the existing practices regarding elementary, middle and high school fees and supplies will be implemented for the 2009-2010 school year. The new guidelines are intended to achieve a balance that reduces the number of items families are asked to either pay for or to send to school, while preserving the broad array of instructional experiences our community expects and our students deserve.

Students will not be asked to pay for or provide textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationary 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.

Students may be asked to pay for materials of instruction that primarily fit into three categories as follows:

- Items eaten by the student as part of the course (example: baking bread ingredients).
- Component parts of a product that will become student property (example: sculpting clay).
- Materials of instruction or items of personal use that become the property of the student (example: recorder/agenda book—grades 2 through 5).

Students are still expected to bring individual organizational tools and personal supplies from home. A list of those supplies for your student is enclosed with this letter. 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 snacks, special grade-level assemblies, 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 school fee.

We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact your child's teacher, our counselors, our assistant principals or me.

Parent donations of items that enhance the classroom experience are still welcome, either as donations from individual parents or organized by class parents or by the PTA. A list of these items also is enclosed in this letter and clearly titled, *Voluntary Parent Donations*. They are not required donations and no student will be expected to provide these items, but if you would care to contribute, it will be appreciated.

Watch for our Summer Information Packet which will be sent home in mid-August. It will have information concerning the new school year including our Open House dates and bus schedules. Until then we hope that you will encourage your children to work on their math packets and to READ, READ, READ!

Judy Brubaker  
Principal

Andrew Doerrman  
Assistant Principal

Marty Graham  
Assistant School Administrator

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Email: <http://www.montgomeryschoolsmd.org>**