

REGULATION GUIDE

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Instructional Supplies
Mar 23
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NEW [See POLICY ALERT No. 230]

R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. “Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.

B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**

2. Supplies will be kept in a **secure location** supply closet or room in each school building. The **Principal or designee** _____ will be responsible to **approve** for the **request of supplies for their school and staff** content and inventory of the supply closet.

2. Each teacher will request supplies each _____ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least _____ week(s).

~~3. The staff member's teacher's request will be retained by the staff member and the Principal or designee recorded in the _____.~~

~~4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee requested and used in each classroom will be given to the _____.~~

5. The Principal will **encourage** invite all teaching staff members to suggest additional supplies and/or replacements for the supplies currently used.



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C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which **an item** ~~product~~ is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** _____, and the moneys collected will be deposited with the **Business Office** _____.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.D1., 2., and 3. above.
5. **Staff members** ~~Teachers shall~~ ~~are advised to~~ report to the **Principal or designee** _____ any student who is **suspected of being believed to be** unable to pay for the supplies listed above.

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