

SUPPLIES

2520 INSTRUCTIONAL SUPPLIES

Purpose of Regulation: The Board of Education recognizes the need for Policies and Regulations that support the policies, in order to effectively govern the School.

A. Definition

“Supplies” are the consumable materials distributed to teachers and pupils for the 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

Supply orders for the upcoming school year are prepared each April.

Grade level teachers order textbooks and consumable items such as workbooks, manipulatives etc. together. The Main offices also provide an approximate class size for the incoming group of pupils.

Special area teachers (art, physical education, etc) prepare individual orders.

All staff is permitted to order additional supplies for their classrooms at a maximum of \$100. Items that may be included would be bulletin board materials, special pupil reward items, stickers etc.

A general order is also placed by the head custodian that includes:

Chalk, erasers, yellow/white-lined paper, construction paper, glue, staples, paper clips, tape.

Teachers must complete a supply order sheet and place it in the custodian's mailbox in order to receive these supplies.

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