

# **REGULATION**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 6160**

### INSTRUCTIONAL SERVICES

#### Instructional Supplies

##### 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

1. Supplies will be kept in a supply closet or room in each school building. The main office will be responsible for the content and inventory of the supply closet.
2. Each teacher will request supplies each month by submitting a written request to the main office. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least one month.
3. The teacher's request will be recorded in the main office.
4. At the end of each school year a record of the supplies requested and used in each classroom will be given to the chief school administrator.

##### C. Cost of supplies

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

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for reason of safety, health or the protection of school property, pupils will be requested to provide their own clothing or equipment.
2. Pupils may be required to provide supplies for their participation in extracurricular activities.
3. A pupil 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 C1 and 2 above.)
4. Teachers are advised to report to the chief school administrator any pupil who is unable to pay for the supplies listed above.

Adopted: 3/12/12

