

R2520 – 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.

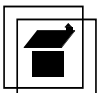
B. Supply Procedures

1. Supplies will be kept in a supply closet or room in each school building. The school office will be responsible for the content and inventory of the supply closet.
2. Each teacher will request supplies annually, by submitting a written request to the Principal, on forms and according to a time schedule prescribed by the Assistant Superintendent for Business.
3. All supplies must be ordered via a purchase order signed by the Asst. Superintendent for Business. State mandated procedures for purchase order processing are detailed in the district's purchasing manual.

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. The Principal may require that such clothing or equipment meet school standards (other than color or style) and may recommend a suitable commercial source for the clothing or equipment.



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2. Pupils may be required to provide supplies for their participation in co-curricular/extra-curricular activities.
3. A pupil who is eligible for free and reduced rate meals will not be required to pay for any supplies.
4. Teachers are advised to report to the Principal any pupil who is unable to pay for the supplies listed above.

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