

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 110

Section PROGRAMS

Title INSTRUCTIONAL SUPPLIES

Adopted AUGUST 21, 1989

Revised MAY 7, 2016;
FEBRUARY 16, 1998

POLICY NO. 110 INSTRUCTIONAL SUPPLIES		
Section 1	<p><u>Purpose</u></p> <p>The Board shall supply each staff member and student with the supplies and equipment that are required for the implementation of the approved educational program</p> <p>The Board may require that students provide certain supplies for participation in co-curricular/extracurricular activities.</p>	SC 801
Section 2	<p><u>Guidelines</u></p> <p>All instructional materials and supplies to be recommended for any part of the curriculum will be determined through an appropriate collaborative process which may involve the Assistant to the Superintendent for Student Achievement, principal, curriculum or grade level leader and classroom teachers. Such collaboration will include attention to instructional needs commensurate with course objectives and related modalities of instruction as well as prudent allocation of District financial resources. Guidelines for purchasing necessary instructional supplies by staff shall appear in the staff handbook. The District will publish supply lists by building/grade/department by June 1 of each year. These will be posted on the district website.</p>	

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When individualized and non-reusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall meet standards set by the school. Such standards shall be reasonably related to considerations of safety, health and protection of property.

Specialized equipment will be provided by the District for in-class use. However, students may need to provide their own equipment for out-of-class use if such equipment is of such a type that it may be assumed to be of practical use in the home and/or in the student's continuing education.

Consumable class supplies which are commonly used on a daily basis, such as writing utensils, paper, folders/binders, shall be purchased by the student.

No student will be required to purchase any item which involves extraordinary expense and shall not be penalized for failure to possess such an item. No student will be denied participation in any school program or be denied minimal equipment to meet class expectations due to financial hardship.

When provision of necessary instructional supplies imposes a financial hardship on a student, the school district will assume the cost.

All materials provided by the District for classroom instruction shall remain the property of the District except those projects designated for students to retain. Other non-consumable materials are to be returned to the District before the end of the school year.

Students will be held responsible for proper use of materials and may be charged replacement value where there is deliberate and excessive damage or loss. Nonpayment will be noted on student records and the District may refuse to award a diploma due to financial liability.

22 PA Code 12.11

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Section 3

Delegation of Responsibility

The Superintendent or designee will devise procedures for determining if financial hardship exists while ensuring individual privacy. Where such hardship exists, the District will assume the cost involved. This will not obligate the District to pay for cost associated with optional supplies or equipment which is not required, even if such equipment might enhance the student's resources. An exception to this would be where such equipment is associated with an identified disability and is consistent with special education or other statutory obligations placed upon the District.

References:

School Code – 24 P.S. Sec. 801

State Board of Education Regulations – 22 PA Code Sec. 12.11