

School Supplies

June 8, 2018

In an effort to ensure equitable access to school supplies, reduce the amount of money and time parents spend purchasing items for school, and promote academic success for every student, the NSD School Supply Advisory Committee developed the following expectations in 2016. They reviewed their work in March of 2018 and made adjustments based on recommendations from parents, teachers, office managers, and administrators.

The committee focused their work on the following criteria for success:

- Student and school needs are met
- Expectations are clear and specific
- Clear communication regarding the “why” of each aspect of the policy – what needs to be purchased by the school, by the parents, and what can be donated
- Fiscally responsible – cost effective and not wasteful
- Mechanisms in place for donations
- Flexibility and mechanisms for regular review and opportunity to change the policy
- Equitable – for students, for schools, for families, for teachers
- Clear estimation of cost of school supplies for schools and parents
- Balance the polarity between individual needs and needs of the community/group
- Sufficient feedback from stakeholders

Expectations:

Personal items that students utilize to *access* curriculum or instruction in the classroom or at home, like pencils, pens, and lined notebook paper, can be requested of families to purchase and provide. Mechanisms currently exist for these items to be purchased for families who cannot afford them.

Items that are used for the *delivery* of curriculum and instruction will be provided for the students to use. Items that are used for sanitation or health, if needed, will be provided by the school and district. Additionally, items utilized by the school from year to year, for example rulers, protractors, and scissors will be provided by the school. Magazine and newspaper subscriptions are to be purchased by the school, or may be purchased by PTAs.

Donations *can* be requested for snacks or personal items that students use in the classroom. These items can be requested of PTAs and included on “wish lists”. Donations *cannot* be requested for items used for sanitation or health such as wipes, paper towels, hand sanitizer, and Kleenex. Unsolicited items may be accepted.

The following list of elementary supplies is a guideline for schools to use. Teachers should not request items from this list if they are not needed for their class or program. As a result, specific lists will vary by school and grade level.

Binder	Glue/Glue Sticks	Pencil pouch/box
Pencils	Dry erase markers	Ear buds/Head phones
Pens	Dividers	Accordion folder
Crayons	Notebook paper	Highlighters
Colored Pencils	Composition book	Post-it notes
Markers/Sharpies	Spiral notebook	Backpack
Erasers	Pocket Folders	Re-sealable storage bags

* “These items may be pooled into classroom resources for all students.” (Teachers decide which to asterisk.)

The following quote needs to accompany any list provided to parents:
 “If purchasing school supplies creates a financial hardship, please seek assistance from our office manager. Supplies will be provided.”

The following quote may be included with lists provided for special programs:
 “Exceptions to this list may be made for students in special education programs like FSA, Sensory, and preschool classrooms.”

The elementary supply list will be reviewed and revised yearly.

Teachers should request reasonable and “standard” quantities, considering both the students’ individual need as well as the item’s packaging. For example, pencils come in packs of 12 or 24. Requesting 15 pencils creates unnecessary challenges for parents and students.

With the exception of items available at most stores, teachers should not request parents provide specific brands. For example, Ticonderoga pencils are available at most stores, and are of significantly better quality than other pencils on the market. Similarly, Crayola Crayons can be purchased anywhere supplies are sold, and last longer than other crayons. These can be requested by brand. Wexford Jumbo Washable Glue Stick in Blue, on the other hand, is more difficult to find, would require significant effort for parents, and potentially cost more. Items like this should not be requested by brand name.