LENAPE TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL SUPPLIES

ADOPTED: June 16, 2005

REVISED: August 20, 2015

110. INSTRUCTIONAL SUPPLIES

1. Authority
SC 1850.1

It shall be the policy of the Joint Operating Committee to reasonably supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved instructional program.

The Joint Operating Committee may require that students provide certain supplies for participation in technical programs and extracurricular activities.

2. Guidelines
Title 22
Sec. 12.11

When individualized and nonreusable 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 those reasonably related to considerations of safety, health and protection of property.

If, for the purposes of improved instruction, it is appropriate to have students purchase items for their personal use in shops, laboratories or classrooms, the procedures or requirements for these purchases shall be approved by the Administrative Director or appropriate personnel designated by the Administrative Director. Students who enroll in courses shall be informed of any necessity on their part to provide materials, equipment, etc., prior to their enrollment in a course.

When policy guidelines impose a financial hardship on a student, the school will assume the cost. The Administrative Director or appropriate personnel designated by the Administrative Director shall implement procedures to assure that no student is denied participation in a school program for financial reasons and to guard the privacy of each student.

3. Delegation of Responsibility

Instructors shall be responsible for the proper care and conservation of all books and room equipment and shall report such condition periodically to the appropriate administrator. Any abuses on the part of the students shall be determined and properly handled by the instructors and staff. It shall also be the duty of instructors to report needed repairs.

School Code 801, 1850.1 PA Code Title 22 Sec. 12.11	Each instructor shall have access to many sources of instructional assistance purchased by the school to improve instruction. However, instructors shall not move equipment from one area to another without the approval of the administration. Administrators shall advise instructors as to what is available in their buildings. Other resource persons or areas should be investigated by instructors for available sources of materials. Instructors are required, with the assistance of the Business Office, to maintain adequate inventory control of school supplies and equipment. The administration shall establish a requisition procedure in order that needed supplies and materials may be purchased according to a controlled process. All requisitions for supplies and equipment for the coming year must be submitted to the office.