

LEARNING RESOURCES AND INSTRUCTIONAL SUPPLIES

Background

Efficient management of supplies and books is necessary for effective school operation.

Procedures

1. Books

- 1.1 Workbooks and study materials that are used to enhance education and are not mandatory may be sold to students. However, principals cannot mandate purchase.
- 1.2 Copies of authorized teacher resources are supplied by the Division to staff free of charge.
- 1.3 Each Principal will be notified during the first quarter of the school year as to the allowance credited to the school for learning resources and consumable supplies. Orders are processed by the Principal in the prescribed manner.

2. Instructional Supplies

- 2.1 Instructional supplies refer to such items as exercise books, pencils, paper, rulers, chalk, instructional support equipment and supplies, used by students and teachers in carrying out the instructional program.
- 2.2 Supplies are of four (4) general types:
 - 2.2.1 Those for resale to students,
 - 2.2.2 Those provided free of charge, by the Division,
 - 2.2.3 Those provided for special courses at a basic fee,
 - 2.2.4 Those provided by the parent/student.
- 2.3 Resale to Students
 - 2.3.1 Principals are authorized to order instructional supplies for resale to students. Supplies approved for resale may include such things as exercise books, pencils, rulers, erasers, crayons and students' scissors. Resale to students is governed by the following procedures:
 - 2.3.1.1 Each order is invoiced to the school as part of their supplies account.
 - 2.3.1.2 The school sells the supplies and remits the money to the Division Operations.
 - 2.3.1.3 Upon receipt of funds from the school, the supply account for that school is credited for the amount received.

2.3.2 Free Supplies

Many other instructional supplies are provided free of charge to students.

2.3.2.1 All orders for free supplies are to come from the Principal. Individual teachers are to direct their requests to their Principal. Principals are notified of their mini budget early in the calendar year and thereafter are sent a monthly statement showing payments to date.

2.3.3 Parent/Student Supplies

2.3.3.1 Parents will be required to provide for children supplies that the Principal considers basic to the instructional program which are not provided free of charge.

Adopted/Revised/Reviewed: JUN 2017/NOV 2019/JUL 2023

Reference: Section 32, 52, 53, 59, 68, 196, 197, 222, 257 Education Act