

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL SUPPLIES

ADOPTED: October 20, 2011

REVISED:

| 110. INSTRUCTIONAL SUPPLIES | |
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| <p>1. Authority SC 1850.1</p> | <p>It shall be the policy of the Joint Operating Committee to supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved instructional program.</p> <p>The Joint Operating Committee may participate in the Instructional Materials Program of Westmoreland Intermediate Unit No. 7.</p> <p>The Joint Operating Committee may require that students provide certain supplies for participation in extracurricular activities.</p> |
| <p>2. Delegation of Responsibility Pol. 224</p> | <p>Teachers shall be responsible for the proper care and conservation of all books and room equipment and shall report on their condition periodically to the Administrative Director. Any abuse on the part of the student shall be determined and properly handled by the teacher and Administrative Director. It shall also be the duty of teachers to report needed repairs.</p> <p>Each teacher shall have access to many sources of instructional assistance purchased by the center to improve instruction; however, teachers shall not move equipment from one area to another without the approval of the administration.</p> <p>The administration shall advise teachers as to what is available in their building. Other resource persons or areas should be investigated by teachers for available sources of materials.</p> <p>Teachers shall be required to maintain adequate inventory control of school supplies and equipment.</p> |
| <p>3. Guidelines Title 22 Sec. 12.11</p> | <p>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 center. Such standards shall be those reasonably related to considerations of safety, health and protection of property.</p> |

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| <p>School Code 801, 1850.1</p> <p>PA Code Title 22 Sec. 12.11</p> <p>Joint Operating Committee Policy 224</p> | <p>If, for the purpose 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 such purchases shall be approved by the Administrative Director. Students who enroll in courses shall be informed of any necessity on their part to provide materials or equipment prior to their enrollment in a course.</p> <p>When policy guidelines impose a financial hardship on a student, the center will assume the cost. The Administrative Director or designee shall implement procedures to assure that no student is denied participation in a center program for financial reasons and to guard the privacy of each student.</p> |
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