

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

110-AR. INSTRUCTIONAL SUPPLIES

The building principal will be responsible to ensure that no student in the school is denied participation in any school program for financial reasons and that the privacy of each student is protected.

The principal will use the guidelines of the free and reduced price lunch program to determine the ability of students to provide necessary school supplies.

During the first week of school, the principal will send notice to parents/guardians of the eligibility guidelines for free and reduced price lunches. The form will include a statement that a student who qualifies under the guidelines is also eligible for free instructional supplies.

Parents/Guardians must complete the Application For Instructional Supplies and submit required documentation when requesting free instructional supplies for students.

The principal will provide written notice to the parents/guardians of the approval or denial of the request within ten (10) days of receiving the application.

The principal will give additional consideration to providing free instructional supplies when one (1) or more of the following factors occur:

1. Illness in family.
2. Unusual/Unanticipated expenses, such as fire, flood, storm damage, etc.
3. Seasonal unemployment.
4. Emergency situations.
5. One (1) or more of parents/guardians are involved in a work stoppage.

Students who receive free instructional supplies are not exempt from charges for lost and damaged books, materials, supplies and equipment.