



Document Number: A-19
 Document Name: Classroom Supplies Appropriation Policy
 Effective Date: April 9, 2016
 Document Status: Approved

1.0 Purpose

2.0 Definition

3.0 Policy Content

Amounts budgeted for total classroom supplies for the school will be voted on by the Wasatch Charter School Governing Board at the beginning of each fiscal year. The classroom supplies budget may be adjusted by board vote throughout the school year if needed. The total amount of the classroom supplies budget may not be adjusted without board approval. Any classroom supplies purchase over \$5,000 must be approved by the board.

The Wasatch Charter School Director will be responsible for allocating the classroom supplies budgets to the classrooms. The Director will appropriate these funds for each classroom which will fall into two categories: field trips and activities and classroom materials (writing utensils,

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folders, etc.). According to R277-407-3, schools shall provide school supplies for K-6 students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior. Parents will be asked to support the purchase of school supplies through voluntary participation prior to each school year. Failure of parents to contribute to school supplies will not result in any variation in the provision or access of supplies for their children.

In compliance with R277-459, if a teacher has not spent or committed to spend the individual allocation by April 1, the school may make the excess funds available to other teachers or may reserve the money for use by eligible teachers the following year. Classroom supplies are the property of Wasatch Charter School and may not be taken off campus unless approved of by the Director.

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Policy Owner

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6.0 Exhibits / Appendices / Forms

7.0 Supporting Information

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