



## **ACCORDING TO PEA:**

### **Teaching Materials**

The Polk County School Board budget includes a line item for teaching supplies for every classroom. Historically this line item is UNDERSPENT. That means each year teachers are purchasing supplies with their own dollars instead of requesting those supplies from the school. The contract calls for access to supplies, materials and copying. If your curriculum, lesson or program determines that there is a need to purchase materials, then the materials should be requested of the principal. PEA suggests you include your reasons and how you intend to use the supplies as part of your classes. The principal is the decision maker at each school whether the budget for supplies can be spent on the items requested. If you are denied items that you believe are necessary to meet the educational goals of the students, members can call on PEA for assistance.

Example: Sixth grade requests toner and paper for a laser printer to print bi-weekly reports to all students in the grade level. Purchase one case of paper and one toner cartridge, cost \$250.

#### **Why PEA doesn't suggest you purchase routine supplies or use your personal equipment at school.**

If you use books, materials, printers etc that you purchase with your own money you create a liability for equipment that is damaged or stolen. If you use any personal equipment in teaching your classes that equipment needs to be inventoried and approved by the principal. Only the principal can accept the liability of non-school board equipment on campus. Also, there have been cases of teachers that used materials they developed that became a large portion of the curriculum. Items such as personal photographs taken on vacations as part of an Art History course, tools used in Industrial Arts or a scientific calculator in upper level math or science classes. If you build lessons around these objects you may then be obliged to continue to use your personal equipment.

It is best to requisition ALL materials and supplies that you need to complete your duties in writing with your reasons/purpose for the materials. The administration can then approve or deny the purchase. You would then need to find a suitable substitute or delete that lesson from your syllabus.

\*\*How is Lead Money different? See the ACCORDING TO PEA on the use of Teacher Supply Assistance.

**How to request needed materials**

Principal \_\_\_\_\_,

I am requisitioning \_\_\_\_\_ (list items) for  
\_\_\_\_\_ (purpose).

Without access to these materials we will not be able to the following in my classroom  
\_\_\_\_\_ (list activities, labs, lessons, etc).

Sincerely,

(sign here, cc to Rep and to polk@floridaea.org)

**Teacher Collective Bargaining Agreement:**

**7.1** The Board and the Association recognize the importance of adequate teaching reference materials and adequate and appropriate instructional materials and equipment in maintaining a high level of professional performance in the educational process.

**7.1-1** The materials and services of a teacher reference library shall be available to all teachers in each school and/or in the district.

**7.1-2** The Board shall make every reasonable effort to maintain appropriate instructional materials (printed and AV), necessary equipment and supplies and suitable testing materials in all district schools. Every reasonable effort will be made to have basic educational supplies and materials available for the opening of school.

**7.1-3** Designated duplicating and/or copying facilities shall be available for direct use by instructional personnel. Mechanical failure shall not constitute violation of this provision. At no time shall students be allowed to handle test materials submitted for duplication.

**4.10 Use of Personal Property:** Teachers shall not be required to provide/use personal property while carrying out their professional duties. A teacher shall have the right to appeal to the Board for payment for loss relating to personal property damaged beyond use or stolen (such personal property having been listed with the principal and not covered entirely by the teacher's insurance) while the teacher is acting in the performance of his/her teaching duties. Prior to appealing to the Board the request will be discussed with and investigated by the Superintendent or designee.