



JCS EMR No Purchase Chart

Please remember that Educational Materials are ordered as they align with a student's course of study and lessons that address grade-level standards. Please provide descriptions in your orders of the standards and lessons the items will meet. EFs should provide a lesson plan for books, activities, or curriculum. We appreciate efforts in finding the best value items. **Please note that all materials purchased by JCS are property of JCS unless items are consumable.**

Approvers will ask the following questions, and EFs will be the first approval level to consider these questions:

1. Are these supplies something that a typical school would supply?
2. Are these supplies grade/age appropriate?
3. Are these supplies appropriate to the students' needs and course of study for this school year?

Material	Description
Art Supplies and Office Supplies	<ul style="list-style-type: none">• Supplies must be appropriate for age, course of study, and what a typical school would provide to a student in that grade level• Order quantities must be appropriate to the student's needs and course of study for the current year• Please use JCS-prepared art kits whenever possible (art kits include crayons, colored pencils, white glue, glue sticks, scissors, markers, construction paper, watercolor paint set)• Supplies needed to support the student's education such as paper, pencils, and basic necessities may be ordered. One ream of copy paper per semester• No color ink. ONLY one black ink cartridge per student per semester, and may be ordered.
Clothing	<ul style="list-style-type: none">• No clothing

Material	Description
Curriculum	<ul style="list-style-type: none"> • No multi-year curriculum • No curriculum for future years • Please refer to the Educational Materials Policy for information about religious/sectarian material. • No material that a student plans to resell, such as for a student created business
Dangerous Material	<ul style="list-style-type: none"> • No dangerous material of any kind including: chemicals, knives, and rocket engines
Furniture	<ul style="list-style-type: none"> • No furniture. For example: tables, easels, lamps, large white boards or music stands.
Hard Assets	<ul style="list-style-type: none"> • No hard assets including: cameras, musical instruments, computers, printers, electronics, and potter's wheels. • JCS stocks calculators, microscopes, and globes. Currently out of stock items can be ordered. Ordered items must be what are normally stocked.
Toys	<ul style="list-style-type: none"> • No toys, including Legos.

EMR Consumable

Consumable items are designed for one-time use. Students “consume” (use up) a book or item by writing in its pages, or using up the supplies.

Examples of Consumable

Write in workbooks (except some math books where the equations can be worked out on a separate sheet of paper), planners

Supplies: pen sets, paper, pencils, erasers, paints, paintbrushes, crayons, clay, pencil grips, glue, Play doh, craft supplies, canvases, goggles/face wear, posters, printer ink, spray cans, headphones, insect habitats

Single use kits: Crochet, experiments, lab kits, painting, beading, gardening, ceramics or jewelry

EMR Non-Consumable

Non-Consumables are items that can be used again by another student. The items are returned to the Resource Center at the end of the school year, when they are done using them, or when the student leaves the school.

Examples of Non-Consumable

Textbooks, CDs, DVDs, games, Novels, Picture books, Teacher Manuals, Chromebooks, flash cards, math manipulatives, clocks, wipe erase items, book sets, puzzles, microscopes, scales, calculators, sports equipment, crochet needles & looms, tools, pencil sharpeners, microscope prepared slides, power cords, play money, cash registers, musical instruments