

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 625
FINANCES**

TEACHER SCHOOL SUPPLY STATE REIMBURSEMENT

Pursuant to NRS 387.1257, the Board of Trustees of the Carson City School District (the “District”) desires and intends by this Policy to set out the manner in which money made available by the Nevada Department of Education (“NDOE”) each year for the Teacher School Supplies Assistance Account Fund shall be distributed.

For purposes of this policy, “teacher” is defined by NRS 387.1251 as a licensed employee of a school district who devotes the majority of his or her working time to the rendering of direct educational service to students, except that the term does not include a substitute teacher.

Further, pursuant to NRS 387.1257, as modified by Senate Bill 133 (“SB 133”) from the 2015 Nevada Legislative Session and by Senate Bill 324 (“SB 324”) from the 2019 Nevada Legislative Session, the District maintains a Teacher School Supply Assistance Account (“Assistance Account”) as a special revenue fund to reimburse costs borne by teachers to purchase supplies necessary for students they instruct in their classrooms (“supplies”), up to an amount determined by the NDOE each fiscal year, not to exceed \$250 per teacher per year. In the event the NDOE fails to provide funding for a fiscal year, then no reimbursement will be made by the District.

In years when funding is available in the Assistance Account, each teacher will be reimbursed via check for out-of-pocket expenses incurred for supplies purchased by the teacher. The check will be mailed to the teacher’s address of record. No taxes or withholdings shall be imposed. In order to obtain reimbursement, teachers shall submit a request for reimbursement to the site administrator, who will review and submit the request to the District’s office of fiscal services. The District will submit a request for funds to the NDOE for the total amount of the out-of-pocket expenses incurred.

Each individual teacher has sole discretion as to what supplies will be purchased for the classroom, but purchases may not violate District policies. The supplies purchased are the property of the teacher as long as the teacher teaches at a public school in the State of Nevada.

Reference: NRS 387.1251, 387.1255, 387.1257

Adopted: December 10, 2019