Maintenance and Control of Materials and Equipment

The district administration shall ensure that proper records are kept on all textbooks, materials, supplies and equipment owned by the school system.

Records shall include records of issuance of such items to the various schools, records of issuance within each school to individual teachers, and teacher records of issuance to students.

Schools, staff members and students shall be held responsible for items that have been issued for their use.

The superintendent or designee shall establish procedures for the use, maintenance and control of cellular phones and computer equipment.

All school-owned equipment for extracurricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season. Complete records shall be kept on all such equipment.

At least once a year, teachers shall make a careful inspection of textbooks and permanent supplies in use by students. They shall impose fines for damages resulting from carelessness and unwarranted use by students, provided that no fines shall be imposed without the approval of the principal.

First Reading 2-11-2014
Adopted 3-11-2014

CROSS REFS.: DID, Inventories
JQ, Student Fees, Fines and Charges