

CONTROL OF MATERIALS AND EQUIPMENT

FILE: EDB

Purpose

To establish control and maintenance systems for instructional and non-instructional materials and equipment

Definitions

N/A

Policy Statement

The superintendent or designee shall establish procedures for the use, maintenance and control of textbooks, materials, supplies and equipment owned by the school system.

Records shall include dates 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.

All school-owned equipment for extracurricular activities shall be issued at the beginning of each season and returned at the end of each season or school year as appropriate. Complete records shall be kept on all such equipment.

At least once a year, teachers shall make a careful inspection of textbooks, equipment, 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.

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

Legal Reference			
Policy History	Adopted	Reviewed	Revised Jan. 10, 2006, 1 st Reading Feb. 14, 2006, 2 nd Reading