

MATERIAL RESOURCES MANAGEMENT

It is the duty of each school employee to safeguard and protect the properties of the district. Care shall be taken to see that windows and doors are properly secured before leaving the school building at the close of a day.

Children shall be instructed in regard to the proper use of textbooks and supplies and respect and regard for public property.

All employees of the board are responsible for the proper accounting of all property used by them either in the course of regular instruction of classes or in any other situation where the district is responsible or where any activity is conducted in the name of the district. Employees are responsible for reporting damage, loss or theft of any type of equipment to the building principal. The principal shall report to the administrator of buildings and grounds, who has been delegated responsibility for matters relative to the care and safeguarding of all school property.

Permanent transfer of school property from one building to another must have the approval of the principal in accordance with established school procedures.

Acceptance of any property donated must have approval of principal and Superintendent.

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