



Policy: 6.03

SUBJECT: MAINTENANCE AND CONTROL OF MATERIALS

Supersedes: 5.28
Effective: March 12, 2009
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Approved by: Board of Education

1.0 Policy

1.1 GENERAL

School administrators in charge of buildings and departments are responsible for developing measures to control and safeguard District property.

Each employee bears the same responsibility in safeguarding District property that has been issued to the employee for District business.

1.2 TEXTBOOK CONTROL

All textbooks owned by the District shall bear the stamp of the District. Whenever possible, teachers will fix proper responsibility on students for lost or damaged books, so that their value may be recovered.

1.3 EQUIPMENT CONTROL PROGRAM

School administrators and others will cooperate with the General Superintendent/designee in maintaining a property control program for identification of furniture and equipment. The purpose of this program is to comply with federal requirements for a property control system, assist in the identification of lost and/or stolen property, and facilitate information gathering for accounting and inventory purposes. The control program will include, but will not be limited to a central record plan, a highly visible/readily identifiable ownership marking on high value furniture and equipment, and a readily available list within each room of the equipment and other valuables it contains.

