

## **Material and Equipment Management**

The board of trustees recognizes the need to maintain equipment and supply records. The board delegates to the superintendent the responsibility for maintaining inventory records of equipment and supplies; equipment maintenance records; and other records necessary for an effective equipment and supplies management program.

### **Textbooks**

All textbooks purchased by the district are school property. Principals will be responsible for textbooks assigned to teachers, and for ensuring that staff members conducting an inventory of all books at the end of each school year.

Each teacher will keep an accurate record of books issued to students. When a textbook is damaged or lost, the student or his/her parent or guardian, will be required to pay for the damaged or lost book. Each student or his/her parent or guardian, will be responsible to the teacher for all books not returned by the student. Any student failing to return all books will forfeit his/her right to remove textbooks from school for homework until the books previously issued but not returned are paid for by the parent or guardian.

Each book issued will bear the stamp of the school system.

### **Classroom Supplies and Equipment**

Administrators will ensure that every staff member will conduct a thorough and complete inventory of all classroom supplies and equipment at the end of each school year.

### **Computers**

The computers throughout the district are for educational and administrative purposes and the benefit of all students and staff. Any behavior that results in damage to hardware or the contents severely affects the learning capabilities of other students. Computers within the district are considered district property and as such are open to free inspection of individual files by the administration and/or teachers. Unauthorized use and vandalism or general use that results in damage or abuse will be dealt with by the building principal. When any computer component is damaged or a laptop computer lost, the student, and/or his/her parent or guardian, will be required to pay for the damages or the repair cost to restore the computer system (or network) to the previous condition.

**Support Services**

**Policy 404**

**Adopted:** July 15, 1996  
**Reviewed:** December 14, 2004; March 17, 2005  
**Revised:** April 7, 2005