

PROPERTY AND RESOURCE MANAGEMENT

School and Department Administrators are charged with exercising due care in the protection of the physical property and resources assigned to their school or department, including books, materials, supplies, furniture and equipment. It shall also be the duty of principals to immediately report to the Superintendent or designee any unsanitary condition, safety issues, damage to school property or needed repair.

Principals and teachers should instruct students in the proper care of public property. Fees may be assessed to the parents or legal guardians of any minor liable for any gross negligence or willful damage or destruction of school property by that minor to the extent of five thousand dollars (\$5,000).

When a user (student, staff member or volunteer) is assigned an item or has checked out NHCS equipment they shall accept personal responsibility and must accept the risk of loss, or damage. If damage or loss occurs due to carelessness, negligence, or misuse the user may be assessed fees. Parents or legal guardians of students may also be charged damage fees for abuse or loss of textbooks.

Conscientious efforts shall be made in the management of system resources to achieve efficiency and economy. Good management also requires that needed resources be readily available when and where needed, but that space not be used for housing unnecessary inventory.

In an effort to reduce educational costs and to promote individual responsibility for public property, [inventory procedures](#) will be established by the Chief Financial Officer to provide accountability for system owned assets and resources.

CROSS REF: Policy 3000 Financial Management Responsibilities, Policy 3320 Capital Assets, Policy 4210 Building and Grounds Security, Policy 4600 Disposition of Personal Property and 9600 Donating Technology Equipment

Adopted: 04/14/87

Revised: 07/12/16

LEGAL REFS: NCGS 115C-99, 115C-100, and 115C-523