

OLDHAM COUNTY BOARD OF EDUCATION POLICY

CARE OF PROPERTY

6005

Relates to: 6005.02AR, 6005.01F, 6005.02F

6005.01 REPORT ON DAMAGE OR LOSS

Damage or loss that occurs to any school property shall be reported in writing immediately by the principal to the Director of Facilities. The principal shall hold teachers and others on the school staff responsible for prompt written reports of any damage or loss.

6005.02 INVENTORY

Each principal shall prepare an annual inventory of all school property for which he or she is responsible. This inventory shall be filed annually with the Director of Facilities by the second Friday in October.