

## **MATERIALS AND EQUIPMENT MANAGEMENT**

Code **ED-R** Revised **1/13**

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District employees may be allowed to take district equipment home when necessary. Prior approval is required from the superintendent or his/her designee.

### **Definition of school equipment**

For the purposes of this section, equipment is instructional materials, tools and movable furniture which have a normal life of more than one year. And which are not used up in instruction or the operation of the schools. Materials have a life of less than one year and are consumed in instruction and operation.

### **Requisition of equipment**

Employees must requisition equipment on forms supplied by the school.

### **Ownership of equipment**

Legally, all equipment purchased automatically becomes the property of the board of trustees. Employees may transfer equipment from a building only after consulting with the principal and securing the consent of the superintendent.

### **Loaned equipment**

The district will not loan any equipment without authorization from the superintendent or his/her designee.

### **Borrowed equipment**

The board will assume no responsibility for any equipment which is borrowed by sponsors, coaches or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all equipment owned by teachers or left in the buildings during the summer months or during the year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests definitely upon the employee and the principal involved.

### **Transferred equipment and property**

Employees must not move furniture or equipment from one building to another without permission from the superintendent.

### **Summer storage of equipment**

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

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### **Care of equipment**

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the school district. Only qualified people may use equipment which requires specialized knowledge.

### **Loss or damage of equipment**

Parents of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

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