

Material Resources Management

Custody of School-Owned Equipment

All school-owned equipment shall be placed in the custody of the staff member responsible for its use. Proper care in inspecting, dispensing, loaning, issuing, maintaining, and care of such equipment shall be exercised, and inventories maintained that will protect against loss, breakage, misuse or extreme wear and tear.

School-Owned Musical Instruments

School-owned musical instruments may be issued for the duration of a single school year. At the end of the school year they shall be returned to the school. They may be re-issued for the summer to school pupils (not graduates) if in the opinion of the band director the interests of the school musical organization are to be served.

Destruction of Property or Loss of School Property

Teachers are responsible for school property under their care. Books and other materials should not be loaned to an individual without recording the name, serial number and condition of the item loaned. Marking on desks, loss of textbooks or supplies, and vandalism shall be paid for by the person responsible. Students shall reimburse the school district for equipment/property that they have willfully destroyed. Money received in payment for loss or destruction of school property shall be used to replace those items.

Surplus and Obsolete Property

The Superintendent of Schools is authorized to dispose of surplus and obsolete property.

Legal Reference: Title 20-A MRSA, Section 7

Approved: April 12, 2007