

**CARE OF SCHOOL PROPERTY**

Instructional staff shall be responsible for all books and supplies provided for the use of pupils and shall see that these are carefully used and duly returned. They shall see that all equipment including furniture, apparatus, maps, books and other equipment is not defaced or damaged. They shall immediately, upon the discovery of damage to the school property, report the same to the principal.

All staff shall be responsible for all District property provided for their use in fulfilling their job requirements. They shall immediately, upon the discovery of damages to District property, report the same to their supervisor.



<i>POLICY ADOPTED</i>	<i>November 14, 1962</i>
<i>REVISED</i>	<i>January 13, 1986</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	<i>March 22, 2004</i>