

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment of the school district will be classified and catalogued according to an acceptable system. Any damage, loss or theft of any type of equipment shall be reported to the director of security and safety. In addition, all media materials, equipment and audiovisual aids will be adequately inventoried and maintained according to the district's asset tracking procedures.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student, while enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals will be responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher will keep an accurate record of books issued to students. Students will be held responsible for the proper care of all school books, supplies, apparatus and furniture supplied to them by the Board of Education. Any student who defaces or damages school property shall be required to pay for all damages.

Any item of instructional equipment or any real or personal property donated to the district or to a particular school shall be considered as school property. No such gift may be accepted by any individual in the name of the district without the understanding that the gift is unconditional and that the title for such property remains in the district. Such property may be transferred or used wherever the superintendent finds it desirable, and may be sold or replaced by authority of the Board of Education without obligation to the donor.

Adopted: February 20, 2007

Cross Refs: DID, Inventories
DN, Real Property Disposal Procedure
ECAB, Vandalism
IIAA, Resource Selection and Adoption
JFCB, Care of School Property by Students

The School District of Springfield R-XII, Springfield, Missouri