Administrative Rule

**MATERIALS AND EQUIPMENT MANAGEMENT**

*Code* **ED-R** *Issued***DRAFT/19**

For the purposes of this administrative rule, “equipment” is instructional materials, technology hardware, 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.

# Management and Use of Materials

The superintendent is responsible for the overall supervision of materials and equipment management, including purchasing, receiving, storing, and maintenance.

Principals are responsible for the management and use of materials within their individual school buildings.

# Requisition of Equipment

Staff will requisition equipment on purchase order forms supplied by the school.

# Ownership of Equipment

Legally, all equipment purchased or attained through grant or gift automatically becomes the property of the district. Staff may transfer equipment from a building only after consulting with the principal and securing the consent of the superintendent or his/her designee.

# Loaned Equipment

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

*Educational Use*

The superintendent or his/her designee will make decisions on loaning equipment for educational uses, including, but not limited to:

* PTA and School Improvement Council meetings
* public relations presentations in which staff or board members of the district are explaining a function of the district’s educational program to a segment of the lay public
* school groups composed of students with a staff sponsor
* professional educational groups for purposes related to the district’s educational program

*Personal Use*

In extremely limited instances, the superintendent or his/her designee may allow a staff member to utilize district-owned equipment for personal use. Personal use of district-owned materials will not be approved when the use:

* interferes with district business
* interferes with the performance of staff duties and responsibilities
* is contrary to another board policy or directive set forth in an employee handbook or other administrative communication
* is for the staff member’s personal financial gain or for potential personal financial gain.

**Borrowed Equipment**

The district assumes no responsibility for any non-district-owned equipment that is borrowed by sponsors, coaches, or other staff 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 and left in the buildings during the summer months or during the year. Staff will return all borrowed property at the close of each school year. The responsibility for return rests upon the staff member and the principal involved.

# Transferred Equipment and Property

Staff will not move furniture or equipment from one building to another without permission from the superintendent or his/her designee.

# Summer Storage of Equipment

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

# Care of Equipment

Staff will take every precaution to maintain equipment at its full efficiency. Teachers and principals will properly maintain and use equipment and instructional supplies furnished by the district. Only qualified individuals may use equipment which requires specialized training or knowledge. Staff will reimburse the district for the cost of repairing or replacing equipment or supplies destroyed or vandalized intentionally or through negligence.

# Loss or Damage of Equipment

Parents/Legal guardians of minor children are responsible for all loss or damage of equipment caused by such students. Students who have reached the age of majority will be personally responsible. Principals are authorized to assess a reasonable charge for any damage to school equipment because of the negligence or carelessness of an individual student.

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