

**MAINTENANCE AND CONTROL OF CLASSROOM  
EQUIPMENT AND MATERIALS**

Teachers shall be responsible for the equipment in their classroom. Every piece of equipment with a value of \$500 or more has been placed on room inventory lists for the purpose of school insurance records. In the event of fire, it is important that the district have an inventory on file that is accepted by claim adjusters. Accordingly, it is essential that equipment and supplies be left intact in the room where one finds them. No transfer of any major equipment from room to room shall be made without approval from the building principal. This shall not apply to books, musical instruments etc. which obviously must be transferred for educational purposes.

Teachers shall not allow students to mark up or deface books belonging to the school, desks, chairs, tables and other school property. If new or refinished desks are in the room, teachers shall check carefully, from day to day, the status of such desks. Marks on desks should be a matter of record so that responsibility for any additional marks may be fixed upon individual students.

Teachers shall discuss the proper care of books belonging to the school during the first week of school. Teachers shall see that they are not marked up or torn and are returned to the teacher at the end of the school term or school year

APPROVED:            August 12, 2002

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