

## **Maintenance and Control of Materials and Equipment**

The district administration shall insure that proper records are kept on all textbooks, materials, supplies and equipment owned by the school system.

Records shall include records of issuance of such items to the various schools, records of issuance within each school to individual teachers, and teacher records of issuance to students.

Schools, staff members and students shall be held responsible for items that have been issued for their use.

All school-owned equipment for extracurricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season. Complete records shall be kept on all such equipment.

At least once a year, teachers shall make a careful inspection of textbooks and permanent supplies in use by students. They shall impose fines for damages resulting from carelessness and unwarranted use by students, provided that no fines shall be imposed without the approval of the principal.

(Adoption date)

CROSS REFS.: DID, Inventories  
JQ, Student Fees, Fines and Charges

Selected sample policy 1978  
COLORADO DEMONSTRATION POLICY MANUAL