

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 741
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Maintenance and Control of District-Owned Materials

The Board of Education shall provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and instructional needs of students. Also the means to manage the affairs of the district and the materials to maintain its facilities shall be provided as the Board deems appropriate and necessary.

Regulations shall be established concerning the acquisition, inventory, maintenance, and replacement of textbooks and instructional materials and equipment, including library books, reference materials, audio-visual materials, and other instructional materials. Purchases of instructional materials shall take into account the following considerations: the need for effective and efficient instruction of students, present and future technology, long-range planning, and budgetary considerations.

In order to provide for the maintenance and control of all district-owned materials, both instructional and those used for management and maintenance, the Board of Education does hereby request compliance with the regulations set forth in this policy.

I. ISSUANCE OF TEXTBOOKS, SUPPLIES, AND OTHER INSTRUCTIONAL MATERIALS

- A. All textbooks shall be numbered and stamped as property owned by the School District of Johnson Creek.
- B. Students will be issued textbooks free of charge for use in their course work.
- C. Teachers will keep a register of all books and supplies issued to their students. They will see that these are used with care and returned at the appropriate time.
- D. Students will be held responsible for any loss or damage to books and other materials issued to them. The district administrator may make exceptions for special circumstances.
- E. Students may be allowed the use of textbook(s) during the summer but only with the permission of the building principal who shall also be responsible for the return of the textbook(s). A guarantee must be made that such books issued on a loan basis be returned in good condition at least one week before the beginning of the fall term.

II. ISSUANCE AND CONTROL OF DEPARTMENTAL EQUIPMENT

- A. Each instructor shall be responsible for keeping an accurate inventory of the equipment assigned for his/her instructional use.

- B. Each building principal will develop procedures whereby instructors may sign out equipment to students for use in school-related activities, if such use for learning purposes cannot take place within the school building.
- C. Students will have priority in use of tools and other instructional equipment. It shall be the instructor's responsibility to see that any equipment and other materials that have been checked out are returned promptly.
- D. Any costs for replacement or repair of damaged materials or equipment shall be borne by the student checking the items out. Any items stolen, lost, or destroyed must also be replaced or paid for similarly.
- E. Any consumable materials may not be checked out unless the student wishes to pay market value of the materials. A proposed purchase of these materials may be denied by either the instructors or the building principal.
- F. Generally, consumable materials may be marked for discard by the instructor of the course(s) for which the materials are used. Other materials such as textbooks and certain capital equipment may be discarded only with permission of the building principal. Equipment purchased through a large capital outlay may be discarded only with permission by the district administrator. Any materials no longer needed by the district may be made available for sale to the public but only after prior approval has been granted by the Board of Education as per annual meeting resolution.

III. CIRCULATION OF COMPUTER MATERIALS: The district's media coordinator with the principal of each building shall develop rules for the circulation of computer software and other materials according to the following guidelines:

- A. Computer software will be issued to students for use away from school provided that either (1) the software proposed to be used is public domain, or (2) the Johnson Creek schools hold a site license for the software with written permission from the issuing company allowing circulation to the public.
- B. Students wishing to borrow software must have written and signed permission from their parent/guardian. Such permission shall attest to the fact that the student has access to the proper hardware.
- C. Software meeting the requirements of this section of the policy shall be loaned for a period of up to one week. The building media specialist may extend this period upon verification that such extension is indeed necessary.
- D. The federal copyright laws shall be respected in that the borrower shall not copy or attempt to copy any computer materials loaned by the district.
- E. Any liability resulting from use of the district-owned computer materials, whether it be from damage, loss, or destruction to the materials or infringement of any rule or

law concerning its use shall be the responsibility of the borrower and his/her parent/guardian.

IV. USE OF DISTRICT-OWNED MATERIALS AND EQUIPMENT FOR NON-INSTRUCTIONAL USES: It shall be the policy of the Board of Education to discourage use of district-owned materials and equipment for private use. However, it is recognized that the needs of district residents may be met through use of these materials and equipment by certain private groups and organizations. Following are guidelines to be followed—

- A. No school equipment or materials may be used off the school site for school non-instructional purposes except when loaned or rented by a group or organization in at least one of the following categories: a local, county, state, or federal governmental body, a local church group, a local civic organization, or other group for which the event serves a public – not private – purpose.
- B. School equipment or materials may be loaned to staff members when such use is directly related to their employment and when the use of such equipment is related to the district’s curricular, co-curricular, and/or extra-curricular programs. Application for such use of school equipment shall be made beforehand to the building principal.
- C. School equipment or materials may not be loaned or rented to school personnel for personal or private use.
- D. Any use or rental of district-owned equipment or materials shall not interfere with use for school purposes or school-related functions.
- E. Rental fees not to exceed actual costs may be charged by the Board of Education except that religious organizations using such materials or equipment shall be charged a reasonable fee.
- F. The user of any district-owned equipment or property shall assume primary liability for any damages to the equipment or materials or for any expenses realized in consequence of such use.

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