

## MAINTENANCE AND CONTROL OF MATERIALS

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

Records shall include records of the issuance of such items to the various schools; records of issuance within each school to individual teacher; and teacher records or 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 and complete records shall be kept on all such equipment.

Teachers shall at least once a year 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 building principal.

Property of the Sanford Public Schools shall not be loaned to students or any other individual or group without approval of the building principal and an official receipt signed by the borrower. A deposit may be required, as determined by the principal, the central office, or the Superintendent.

LEGAL REF.: M>R>S>A> 20: 3772-74

CROSS REF.: JN, Student Fees, Fines, and Charges

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SANFORD SCHOOL DEPARTMENT