**Policy File: EDB** 

## Watertown School District 14-4

## PROTECTION AND CARE OF SCHOOL PROPERTY

School employees shall safeguard and protect the properties of the District. Employees shall make sure windows and doors are properly secured at the end of the day. Employees are responsible for promptly reporting damage, loss, or theft of any District property to their supervisor. Employees shall instruct students in the proper use of equipment, textbooks, supplies and a general respect for public property.

<u>Policy</u>

Adopted: 2/9/09