

AUTHORIZED STAFF USE OF SCHOOL PROPERTY

Staff members who sign out materials and equipment for personal or classroom use are responsible for those materials and may be required to pay the replacement or repair costs for loss or damage. Staff members who habitually lose, damage or fail to return materials may be denied access to materials.

Teachers signing out classroom collections are responsible for maintaining accurate records and for ensuring that all materials are returned.

Adopted: March 17, 1993

Revised: April 27, 1999