

RESPONSIBILITY FOR SCHOOL PROPERTY

The superintendent, in conjunction with the business manager, shall be responsible for the overall supervision of the school plant.

The superintendent shall require that all schools and grounds be properly equipped and maintained for the comfort, health, and safety of students and staff.

All personnel shall be responsible for facilities, equipment, textbooks, and other materials under their charge.

An administrator must authorize removal of school equipment for organization or private use.

Business office inventory procedures must be followed whenever equipment is transferred permanently from any building to another. Sale or exchange of equipment must have the approval of the superintendent.