

## WALLINGTON PUBLIC SCHOOLS

### SCHOOL PROPERTY POLICY

The Wallington Board of Education realizes that there are supplies, materials and equipment that must be provided for its staff (i.e. administrators, supervisors, teachers, secretaries, custodians, aides, coaches, groundskeeper and maintenance person) in order for them to perform their duties to the best of their abilities. These materials represent tax dollars invested in the district's educational program and must be handled with appropriate care and security.

When equipment or instructional supplies are deemed to no longer be useful or operative, a list is to be submitted to the Superintendent of Schools to submit to the Wallington Board of Education for approval for discard.

When a staff member is entrusted with items **on a twenty-four basis** that represent school property, he/she is responsible for these items. If lost, the staff member is responsible for the cost of replacement, *with the appropriate reduction considering the age or condition of the item.* **If stolen, the act will have to be reported to the building principal, superintendent of schools, and police for an appropriate investigation. If there is no negligence or culpability, there will be no assessment for the loss.** Payment is to be made directly to the Wallington Board of Education.

Submitted:

Approved:

- *Portions in italics represent those areas still under discussion by the board.*
- **Portions in bold represent changes from the prior reading.**