

<b>School Administration</b>
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<b>Administrative Procedure:</b> Maintenance and Control of Instructional Materials			
<b>EFFECTIVE DATE:</b> March 9, 2005	<b>R E F E R E N C E S</b>	<b>ADMINISTRATIVE PROCEDURE CODE:</b> 1.A.40	
<b>AMENDED DATE:</b>		Policy Reference	
		Legal Reference	

Border Land School Division expects that all textbooks, materials, and equipment owned by the Division shall be adequately maintained. It is the responsibility of principals to set up control measures to prevent the loss of school property and to establish inventory and inspection procedures that will promptly reveal losses.

The school administration may, at their discretion, allow persons the use of school-owned materials for other than school purposes and levy such charges as deemed necessary.

The use of school materials shall be allowed chiefly for non-profit community organizations or projects.

Any proceeds from this usage will be deposited to the Division account and may be credited to the school accounts by the Secretary-Treasurer.

Audio-Visual, Computer and Technology Equipment

Equipment assigned to a school will remain in that school and be recorded on the inventory listing of that school. Technology personnel, at the request of the school administration, will coordinate repairs.

Control of Textbooks and Other Educational Resources

Staff shall impress upon students the need to take proper care of textbooks and other educational resources. Restitution will be claimed for wilful damage, neglect, or loss.

### Textbooks for Home-Schooling Students

Textbooks may be loaned to home-schooling students. Schools will develop appropriate tracking systems for the textbooks that are on loan

### Care of the Gymnasium, Laboratories, Home Economics Rooms, and Shops

- Careful use of equipment and facilities is requested at all times.
- Clean and appropriate footwear shall be worn for all physical education activities.
- Rain and snow footwear, hobnailed boots or high-heeled shoes will not usually be allowed in gymnasiums.
- Equipment will be properly stored when not in use.
- Proper safety precautions will be followed when using facilities and equipment.
- Any damage shall be reported immediately to the principal.
- Use of storage space by outside groups is subject to the approval of the principal.

### Care and Storage of Equipment

Appropriate personnel shall check equipment on an ongoing basis, generate reports, and arrange for necessary repairs immediately. Schools shall ensure that all equipment is in proper storage for the summer holiday period. All equipment shall be cleaned and placed in storage rooms provided or in other designated areas of the school. All signs and bulletins are to be removed from gymnasium walls and bulletin boards. A current inventory on all equipment will also be taken and will be filed with the principal.

### Other Storage

To prevent loss of equipment over the summer vacation period, the principal shall ensure equipment be properly stored under lock and key and left in charge of the custodian.