



## District Property

Operations  
Policy  
5008

### Policy Statement

- The Superintendent shall develop and maintain systems for the continuing inventory of property and equipment in accordance with recognized standards for fixed assets accounting and regulations of the state.
- Proper records shall be kept on all textbooks and related materials, supplies, and equipment owned by the District, including technology hardware and software.
- Such records shall include issuance to schools. School-level records shall include issuance to teachers, and teacher-kept records shall include issuance to students.
- No District-owned equipment may be used for other than school-related, educational, or non-profit community purposes.
- Staff members may be lent equipment for uses directly or peripherally related to their employment.
- Students may be lent equipment in connection with their studies or extra-curricular activities. Parental approval shall be required when the item loaned has more value than normally used items such as books. Examples would be computers, video equipment, or musical instruments.
- Schools, staff members, and students shall be responsible for items issued for their use; and proper supervisory controls shall be established to ensure the user's responsibility. Damage to technology equipment resulting from dropping, tampering, spills, or misuse shall be the responsibility of the user. Bills shall be issued for repair or replacement value based on depreciated cost.
- Property deemed unusable or excess to needs shall be disposed of in accordance with state law, and the inventory records shall be updated.
- Employees, who become aware that District property is damaged, destroyed, or missing shall notify the appropriate administrator immediately. The administrator shall report the loss to a Facilities Administrator for investigation.
- Written procedures shall be developed governing the investigation of property loss and state notification as required by law.
- Property loss or damage determined to be due to a criminal act shall be reported to the appropriate police agency.

### Definitions

*Fixed assets:* All District-owned property such as land, buildings, and improvements to property other than buildings (e.g., parking lots, athletic fields, and playgrounds)

*Property:* All buildings, furniture, furnishings, equipment of any kind, vehicles, computers, computer related hardware and software owned by the District or by the state and maintained by the District

*Supplies:* All materials including books, curriculum materials, office supplies, and maintenance supplies

<b>Responsibility</b>		
<b>Responsibility</b>	The Superintendent shall be responsible for compliance.	
<b>References</b>	<p>14 Del. C. §§1022, 1055, 1056, 1057, 3701  29 Del. C. §§6524, 7002</p> <p>Related policies: 5009 Maintenance, 5012 Safety and Security</p> <p>Related documents: Red Clay Consolidated School District Administrative Memoranda “Naming of School Facilities,” “Purchase of Technology,” “Student Obligation for School Materials and Equipment,” “Theft Reporting,” “Use of District Equipment, Facilities, and Services by Employees and Board Members,” “Use of District-Owned Vehicles,” and “Use of School Facilities by Community Organizations and Individuals”</p>	
<b>Adoption Date</b>	Date of manual adoption (as DID, EDB, EDC)	
<b>Revision/ Reapproval Date</b>	09/16/2009	