

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53**  
**Burnham – Detroit – Pittsfield**

**Maintenance and Control of Materials**

The district administration shall ensure that proper records are kept on all textbooks, materials, supplies, and equipment owned by the school system.

Schools, staff members, and students shall be held responsible for items that have been issued for their use.

All school owned equipment for extra curricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season and complete records shall be kept on all such equipment.

Teachers shall at least once a year make a careful inspection of textbooks and permanent supplies in use by students.

Occasionally a student may lose or destroy a book or equipment purchased by the school district. Even though parents, as taxpayers, purchase materials and textbooks for their children through taxes, the supplies purchased are meant for all students and are used for several years. Therefore, when a student loses or destroys school supplies, the student and parents are responsible for replacement of whatever is lost. Please use the following percentages of replacement costs:

- 1<sup>st</sup> year: 90% of list price
- 2<sup>nd</sup> year: 70% of list price
- 3<sup>rd</sup> year and beyond: 50% of list price

After books or equipment have been in use for three years, it remains at a constant 50% of list price value for each succeeding year. The principal will provide a signed receipt upon each occurrence of a child paying for lost books and materials.

Property of School Administrative District #53 shall not be loaned to students or any other individual or group unless an official receipt is signed by the borrower. A deposit may be required, as determined by the principal, or the superintendent.

Policy Reference:     4.04 Asset Capitalization  
                              12.04 Laptop

Amended: March 6, 1995  
Reviewed: September 12, 2005