

Category: 7000 PERSONNEL	Policy Number: 7410
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Policy Title: CARE OF ROOMS, SUPPLIES AND EQUIPMENT	Effective Date: May 20, 2008
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It shall be the responsibility of all employees in the Snake River School District 52 to perform the following tasks:

1. Inspect rooms daily for marks on walls and/or scratches and carving on desks. Tapes, paste, and tacks shall not be used on chalkboards or walls. Nails, tacks, pins, and tape shall not be used on woodwork. Displays are to be mounted on bulletin boards or acoustical wall covering only.
2. Instruct students and develop in them habits which overcome/reduce such incidents in (1) above.
3. Report damage to school property to the school principal who shall be responsible to identify who is responsible for the damage and assess the cost to be repaid to the District.
4. Teach proper care of textbooks and instructional materials.

Reference: Policy 5245, "Safety and Safety Inspection"
Policy 5335, "Fines for Loss, Damage or Destruction of Books, Equipment or Property"