

School Property

Moving School Property Prohibited

When anyone moves property from one work area to another, other people are impacted. For this reason, all employees must not remove anything from their current workspace without written approval to move specific items. Personal pictures, privately owned technology, including cell phones and personal clothing are the only thing that may be taken when moving from current assignment. Employees are subject discipline/legal action if anything else is moved without written permission and witnessed by the building principal.

It is important to understand property is purchased by the school district or by grants. Donations also become school property when received.

Sometimes, property is moved around without realizing the full impact on everyone. Property moving around at random also makes it more difficult to maintain overall district plans.

1. The Superintendent either approve purchase orders or make recommendations to the school board. Sometimes the superintendent develops or is following some plan. Then a board member asks administrators what happened to property already purchased. *Often the response is someone took it.*
2. Grants also provide books or other equipment for our staff and children use. It is also very important everyone comply with what the intentions are of all the grants. When it cannot be found later, *someone took it.*
3. School District 76 is grateful that staff, parents, students, community members, organizations and other government bodies reach out to our schools with help acquiring property for the schools. When it cannot be found later, *someone took it.*

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When teachers move from one class room to another sometimes, the teacher takes books or other property from their old classroom and move it into their new class room. When a teacher leaves items for the new teacher, then other staff members enter the vacated classroom looking for items to use in their own classroom. Then a new teacher arrives with what's left over. The end result is the students and the new class room teacher share in the consequences. This must immediately end.

State law is very clear that only the School Board can approve the removal or disposal of school property. Employees must provide a minimum of 72 hours' notice to building principal or superintendent before they schedule a pick-up of any personally owned equipment. The scheduled time for pick-up can only be during normal work hours. A school administrator or designee must be present when staff removes property from the building. If anything is questioned, the employee must leave the property and settle the issue with the Superintendent or Board of Education. No employee is authorized to remove any property from any building without providing proof to the principal that it is personally owned equipment.

4:80 Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the district's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

4:80 AP1 para #4 District property is not *borrowed* or otherwise used for private purposes.

District personal property having a monetary value (excluding, for example, trash, out-dated equipment, consumed consumables, and spoilage) is discarded only with the Board's prior approval.

Adopted Sept. 2021