

Subject: 5.3 - Property Return – Recovery of Student Learning Materials / Computer

Approval Date: 9/3/02

Effective Date: 9/03/02

Approved by: Board of Directors

Policy:

This policy establishes guidelines for the return of library materials, science equipment and computers from students, staff and vendors.

Procedure:

Library Materials

All library materials (books, DVDs, CDs, manipulatives and other teaching aids) should be returned by the patron directly to the library or the library drop box located at each regional site.

Science Equipment

All science equipment (kits, microscopes and other science tools) should be returned directly to the Independent Study Teacher or to the Science Department Chair. Independent Study Teachers will then be responsible to return the material to the library or the Science Department Chair.

Computers and Technology Related Equipment

All computers and technology related equipment should be returned to the student's Independent Study Teacher. Independent Study Teachers will then pass the equipment onto the regional Area Coordinators who will then return the equipment to the Technology Department.

Amended: 11/4/10, 12/14/16