

7000	Property
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1 ACQUISITION, USE, AND EXCHANGE OF SCHOOL PROPERTY

2 **Acquisition**

3 All property purchased through District funds, internal funds, or donations
4 from outside sources shall be acquired in accordance with Board purchasing
5 policies and procedures.

6 All property, including vehicular equipment, shall be under the full control and
7 name of the Board.

8 All property with a value consistent with the provisions of Policy 7450,
9 Inventories and Property Records, which is acquired through internal accounts
10 or donations, shall be reported immediately by the principal or cost center
11 manager to the District property records office on the prescribed forms.

12 Principals and cost center managers shall be responsible for determining that
13 all property is identified and properly accounted for.

14 **Exchange**

15 Each principal and cost center manager shall determine the property needs of
16 their school or cost center. The principal or cost center manager shall declare
17 as surplus any property that is not needed, upon approval of the designated
18 property records office, and may requisition additional property through proper
19 procedures.

20 Surplus property shall be reported on forms prescribed by the designated
21 property records office, which shall be responsible for acquiring and storing the
22 surplus property.

23 Property may be exchanged or transferred between schools and cost centers
24 with approval from the appropriate principal or cost center manager. Property
25 with a value as established above may be exchanged or transferred between
26 schools and cost centers upon approval of the ~~District property records office~~
27 and the appropriate principal or cost center manager. Notification of each
28 approval shall be filed in writing with the property records office to adjust
29 property records of schools and cost centers. Such notification shall be made
30 using forms provided by the property records office.

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1 **Use**

2 Board equipment may be used by employees away from Board property under
3 certain conditions when prior approval is obtained from the principal or cost
4 center manager. These conditions include familiarization with the equipment for
5 instructional purposes, improvement of job performance, or performance of job
6 functions. The employee is expected to use reasonable care in the handling and
7 safeguarding of Board equipment, and may be responsible for damages to or
8 loss or theft of equipment if such care is not used.

9 Board equipment shall not be used for gainful outside employment or other
10 personal reasons. Incidental private use of Board equipment is permitted
11 provided that such use does not violate Board policy, administrative
12 procedures, or applicable law.

13 F.S. 287.14, 287.16, 1001.42, 1010.04

14 | [Adopted 7/17/07](#)
15 | [Revised _____](#)

1 DAMAGED, LOST, OR STOLEN PROPERTY

2 The principal, cost center manager, or designee shall notify the following when
3 any school property has been vandalized, stolen, or lost:

4 A. the proper law enforcement agency immediately to provide such
5 information as may be available if the property is believed to have
6 been stolen; ~~and~~

7 B. The Property Control Department, with a copy of the report, so
8 that the property record may be appropriately changed if the
9 property is not recovered;

10 ~~B~~C. the District office by telephone and in writing, with a copy of such
11 notice being sent to the Superintendent or designee; ~~and~~ .

12 D. Risk Management Department, for insurance purposes.

13 The custodian of the property records shall prepare a written report including
14 copies of related police reports and recommendations to the Superintendent if
15 the property is not recovered within thirty (30) days.

16 The principal, cost center manager, or designee shall contact maintenance
17 personnel immediately to request repairs if needed to secure the area
18 vandalized or from which property has been stolen.

19 If damage to property exceeds the deductible amount incorporated in applicable
20 insurance coverage, a claim shall be filed with the risk management office.

21 **By Students**

22 A student who willfully damages school property shall be properly disciplined
23 and his/her parent(s) or legal guardian, if the student is a minor, shall be
24 requested, in writing, to restore or to replace any damaged property in
25 accordance with the true value as determined by the principal, the responsible
26 District department head, or in extreme circumstances the Superintendent
27 and/or Board. In cases of vandalism, a student shall be subject to suspension
28 or expulsion from school for serious misconduct. The *Code of Student Conduct*
29 shall identify disciplinary procedures for students who abuse school property.
30 An adult student involved in the destruction of school property shall be held
31 solely responsible for the damages.

1 A civil action against the student's parent(s) or legal guardian may be instituted
2 by the Board in an appropriate action to recover damages in an amount not to
3 exceed the limit prescribed by Florida statues if vandalism or theft of school
4 property is known to have been committed by a minor and the parent(s) or legal
5 guardian refuses to restore or replace the property.

6 **By Persons Other Than Students**

7 In case of willful or negligent damage of property belonging to the Board,
8 whether real or personal, the user shall be responsible for the payment or
9 replacement of such damage in accordance with the true value as established
10 by the Superintendent.

11 **By Organizations Under Use Permits**

12 An organization granted a permit for the use of property belonging to the Board
13 shall be responsible for any undue damage to the buildings, equipment, or
14 grounds beyond that which would be considered normal wear and tear and
15 shall repay any such damage in accordance with the true value as established
16 by the Superintendent. Failure to comply with such payment shall cause the
17 individual, group, or organization to lose eligibility for further use of Board-
18 owned property and such legal action as the Board deems proper to recover the
19 amount of damages.

20 Each user shall provide a certificate of general liability insurance coverage in
21 the amount of at least \$500,000.00 for each occurrence and \$50,000.00 for
22 property damage. The Board shall be named on the face of the certificate as an
23 additional insured. This certificate must be filed with the risk management
24 department of the Board prior to the use of the facility.

25 Any person who sponsors or promotes an event to be held on or within Board
26 property or facilities must reasonably protect such property or facilities and,
27 after the event, must provide for all necessary clean-up, repair, and restoration
28 of such property or facilities to its condition prior to the event, so that such
29 property or facilities are suitable for normal use.

30 | F.S. 255.045, 1006.07, 1013.22

31 | [Adopted 7/17/07](#)

32 | [Revised](#)

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1 | taken by the Property Control Department, shall be checked against the last
2 | physical inventory made at the school or cost center and ~~a report a complete~~
3 | and accurate inventory shall be filed with the District property office identifying
4 | any shortages or discrepancies.

5 | The principal or cost center manager shall be responsible for conducting
6 | inventories of non-tangible property, such as laptop and desktop computers,
7 | audio-visual equipment, student furniture, library books, films and tapes, and
8 | other materials as deemed appropriate. These inventory records shall remain on
9 | file at the individual work site. Non-tangible property that is susceptible to loss
10 | or theft shall be appropriately defaced by the responsible school or cost center.

11 | All equipment purchased by outside organizations for District use shall become
12 | Board property and shall be recorded and inventoried in the same manner as
13 | all other equipment of a similar nature, unless such property is loaned to the
14 | District under Board policies.

15 | ~~The Superintendent or designee shall maintain a current inventory of all stock~~
16 | ~~in Board warehouses and shall file an annual end-of-the-year report of the~~
17 | ~~count and value of such items with the finance department.~~

18 | The Superintendent shall report to the Board any property that has been lost or
19 | stolen. Such report shall include a recommendation for inactivation of the
20 | property record and information concerning possible personal liability, which
21 | may be appropriate as the circumstances of the loss or theft indicate.

22 | The Superintendent shall maintain a current inventory of all stock in Board
23 | warehouses and shall file an annual end-of-the-year report of the count and
24 | value of such items with the finance department.

25 | F.S. 274.02, 1001.43
26 | Adopted 7/17/07
27 | Revised _____

1 LENDING OF BOARD-OWNED EQUIPMENT

2 Board-owned equipment is a valuable resource which may be loaned for
3 community use under certain conditions only, provided that such use does not
4 infringe on the original and necessary purpose of the equipment or interfere
5 with the educational program of the District.

6 The Board may lend specific items of equipment on the written request of the
7 user and approval granted by the Superintendent.

8 A. The user of Board-owned equipment shall be fully liable for any
9 damage or loss occurring to the equipment during the period of its
10 use, and shall be responsible for its safe return. The use of
11 Board-owned equipment off school property is subject to the same
12 rules and conditions of use that are in effect when the equipment
13 is used on school property.

14 District equipment may be removed from District property by
15 students or staff members only when such equipment is necessary
16 to accomplish tasks arising from their school or job
17 responsibilities. The consent of the building principal is required
18 for such removal.

19 B. Individuals authorized to use Board-owned equipment off school
20 property may not allow anyone else to use the equipment (e.g.,
21 spouses, children, relatives, friends, etc., may not use Board-
22 owned equipment, which is sanctioned for use by a specific
23 person).

24 C. A Board employee may use Board-owned technology including:
25 cellular telephones; personal digital assistants (“pdas”); laptop
26 computers; and other technology devices for school use off of
27 school property. Technology devices owned by the Board may
28 contain personally identifiable information about District students
29 and/or staff. Federal and State laws prohibiting disclosure of
30 such personally identifiable information apply to electronic records
31 stored on technology devices. Board employees are advised to
32 exercise caution when transferring personally identifiable
33 information onto disks, flash drives, and other technology devices.
34 A Board employee who loses or misuses student or staff personally
35 identifiable information will be subject to disciplinary action as
36 determined by the Board.

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1 | Personal use of Board equipment or facilities by staff or students will be in
2 | accordance with the Superintendent's administrative procedures.

3 | Removal of Board equipment from District property for personal use, by staff or
4 | students, is prohibited.

5 | F.S. 1001.43, 1001.51

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7 | Adopted 7/17/07

8 | Revised _____