I. PURPOSE
The board of directors recognizes that all materials used by staff and students may not be property of the school. This policy outlines the criteria for school and personal property effective January 20, 2017.

II. GENERAL STATEMENT OF POLICY
This policy states whether the school or faculty member maintains ownership of materials based on time spent and purchaser of supplies. It also includes an attachment for approval to make personal materials.

A. School-Purchased and Donated Materials
All materials and/or books purchased with school funds or donated by parents are the property of the school. Materials are often donated as gifts to their child's class. Montessori equipment and all materials provided to your class (baskets, containers, paper, supplies, etc.) are property of the school and are not to be taken from the building by faculty or staff.

B. Teacher-Purchased Materials
Often a teacher supplements his/her class with materials s/he has purchased with personal funds. The presence of such materials is a personal decision of the individual for which we are appreciative. The teacher may remove these items from the school at any time after submitting an inventory to the Head of School for the purpose of replacement. The teacher is responsible for labeling these materials with their name or initials.

C. Handmade Materials
Often a teacher creates materials for his/her classroom using school resources. These materials are the property of the school. Teachers may complete a Materials Approval Form and submit it to the pedagogy committee if they wish to make a second set for their personal use. If their form is approved by the committee, the staff may use school resources including time and personnel to create the second set but must pay for black and white copies, color copies and laminate used. Both sets must be clearly labeled as to which classroom or staff member they belong and year they were created. The second set is then property of that staff member.
Materials Approval Form
(submit to Pedagogy Committee)

Staff Member__________________________________________________________

Name of Material_______________________________________________________

How will this be used in your classroom?
______________________________________________________________________

Estimated copies: _________ black & white _________ color

Estimated laminate: _________ inches

Signature ______________________________ Date___________
______________________________________________________________________

To be filled out by Pedagogy Committee

Approved ________YES ________NO

Signature ______________________________ Date___________

Comments
______________________________________________________________________
______________________________________________________________________

Actual copies _________ black & white x .01 = $________

___________ color x .05= $________

Actual laminate _______ inches x ______ = $_______Total All
$___________

Payment received by _____________________________ Date________________

Pedagogy Chair or HOS Signature____________________ Date_____________