**Overview**

Grant awards that are made to the West Shore School District may include purchases of durable goods and equipment. This policy describes how materials purchased with West Shore Foundation funds should be maintained.

**Materials and Equipment**

Materials and equipment will be purchased, received, and managed by employees of the West Shore School District. West Shore Foundation will not be responsible for the maintenance, upkeep, installation, or inventory of any goods or materials.

Materials and equipment that depend on district maintenance or technology staff for implementation or upkeep must be approved by the administration prior to purchase.

**Transferring Use Due to Employee Changes**

If the grant involves specialized equipment that was meant for a particular teacher to implement a specific program, that teacher may retain the equipment as long as he/she remains employed by the West Shore School District and can demonstrate that it will be used as intended in any school within the district.

If the equipment was granted to a group of teachers, and one of the teachers transfers to another school, the equipment stays at the home school, as long as the remaining team members intend to use it.

If the grant was for a piece of equipment that is installed at a particular school or is meant to enhance the entire school or grade level, that equipment stays at the original school site, even if the grant recipient transfers to another school.

If a teacher leaves the district, the equipment remains at the school at which it was used.

If the equipment is highly specialized (i.e. special education equipment), and the student or program for which it was intended changes location, the equipment will be relocated with the program or student. In cases where the decision is not clear, the Superintendent will determine the best use of the equipment.

The Foundation does not intend to remain the arbiter of where grants move within the district but rather expects that the guidelines above will help retain the spirit in which the original grants were awarded and maintain their usefulness to the maximum extent possible. The Foundation will assist in resolving conflicts that arise from a situation where none of the above guidelines apply.