

Encl. 24.2
June 17, 2010

8330

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT BY DISTRICT STAFF

The Board of Education shall permit the off-site use of school-owned equipment for personal use—with a \$500 or less replacement value—to staff members upon request on a first-come, first-served basis. School use of equipment shall take precedent over staff requests.

In addition, the Board of Education shall permit the on-site use of school-owned equipment for personal use by staff members. School use of this on-site equipment shall take precedent over staff use.

Proper controls, via the Equipment Usage Agreement (8330-E) form, shall be established to assure responsibility for, and return of, all such equipment. Equipment may be borrowed for no more than two business days (excludes weekends and holidays). The Equipment Usage Agreement form shall be completed and signed by the community member and approved and filed by the appropriate supervisor/director.

The Superintendent shall, with the aid of administrators, develop an Administrative Regulation that would outline the guidelines to be followed for the lending, usage, and safe return of equipment.

Approved: July 1, 2001

Revised and Approved: September 13, 2004;