

## School Equipment Management

### Section A - Introduction

It shall be the policy of the Board of Education that school equipment, materials, or supplies shall be used for school-sponsored activities only and are not for private use.

### Section B - Use of School Equipment for Activities That Are Not School-Sponsored

The use of school equipment for activities that are not school-sponsored is generally discouraged. However, when deemed appropriate, the superintendent or designee may approve the use of school equipment for such activities.

Requests for the use of school equipment for activities that are not school-sponsored shall be directed to the associate principal for administrative services at the designated school, or to the director of operations for the district in a timely manner. The associate principal for administrative services or director shall review the request and either disapprove it or recommend it to the superintendent or designee for approval.

The superintendent or designee shall have the authority to either to approve or to disapprove the request and inform the associate principal for administrative services or director of the decision.

The requesting individual shall be financially responsible for all lost or damaged school equipment for activities that are not school-sponsored.

Approved: January 22, 1973 (Item #4689)  
Revised: January 14, 1985 (Item #8642)  
Reviewed: October 7, 1985  
Revised: February 28, 2000  
Revised: July 25, 2022