

NONINSTRUCTIONAL OPERATIONS**Loan of School-Owned Equipment**

School-owned equipment shall not be loaned for non-school use off school property, with the following exceptions.

- A. Use of specific items of equipment may be granted on the written request of the intended user and approval by the superintendent and only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss, and shall be responsible for its maintenance and safe return.
- B. School equipment may be removed from school property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities and not for personal use. The prior approval of the superintendent is required for such removal. Any requests for exceptions (part B) must be submitted to the superintendent, in writing, for approval.
- C. Except in cases of emergency, school telephone calls shall be restricted to school business only. Long distance calls for personal purposes are prohibited.
- D. School-owned equipment may be used in conjunction with rental of a school facility as authorized by the superintendent.

Cross Reference: Board Policy 4260 Use of School Facilities

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