

Bartlett City Board of Education		3003
Descriptor Term: AUTHORIZED USE OF SCHOOL-OWNED MATERIALS	Descriptor Code: Support Services	Issue Date: 01/09/14
	Rescinds:	Revised: 09/24/2015

- 1 District employees are responsible for the materials, equipment, and supplies assigned
- 2 to them. No school equipment may be used for any purpose other than school purposes.
- 3 The Superintendent or his/her designee shall permit school equipment to be loaned to
- 4 staff members when such use is directly or peripherally related to their employment, and
- 5 to students when the equipment is to be used in connection with their studies or
- 6 extracurricular activities. The Superintendent shall develop procedures and controls to
- 7 assure the lender's responsibility for, and return of, all such equipment. School owned
- 8 equipment may not be loaned or used for personal gain, unless specifically provided for
- 9 by contract, Board policy, or written procedure.