

## **SERIES 700 – SUPPORT SERVICES**

### **Materials Resource Management (740)**

#### **Authorized Use of School Owned Equipment (742)**

All equipment within the District is purchased with the understanding that such equipment is necessary to achieve educational or operational goals of the District. The District, however, respects the needs for the use of specialized equipment and/or furniture. The Board of Education of the Norwalk-Ontario-Wilton School District will permit school equipment to be loaned to:

1. Staff members, when such use is directly related to their employment.
2. Jr. & Sr. High School Students, when the equipment is used in connection with their academic studies.
3. Elementary School Students, when the equipment is used in connection with their academic studies.
4. District Residents and School District Employees for short periods of time if the equipment or furnishings are available.

The following procedures shall apply to the use of school owned equipment/furnishings:

1. School owned equipment shall only be loaned if it does not interfere with the school district's educational program.
2. An "Equipment Loan Request" form must be completed by the borrower.
3. Permission for the use of school owned equipment/furniture must be obtained by:
  - The Jr. & Sr. High School LMC Teacher for point #2 above.
  - The Elementary Principal for point #3 above.
  - The District Administrator for all other equipment/furnishing requests.
4. The District Administrator will receive verbal permission from at least one School Board member if requesting a loan of school owned equipment/Furniture and submit the "Equipment Loan Request" form to either the Head of Maintenance or the School District Bookkeeper.
5. School owned equipment shall be kept out of the school for only that period of time which has been approved.

**School Board Policy 742 Continued (Authorized Use of School Owned Equipment)**

6. Any loss or damage occurring to school owned equipment shall be the borrower's personal responsibility to repair or replace the equipment to the satisfaction of the District Administrator.

Legal Reference: Section 120.12(1), 120.13(17), 895.035 Wisconsin Statutes

Approved: 10/13/2014