

Descriptor Term:

DPAA

USE OF SCHOOL EQUIPMENT

ISSUE DATE: **9-7-00**

The Jackson County School District maintains property records for all Fixed Assets and has custodial responsibility for all such equipment. These Fixed Asset records document the value of all buildings and equipment that costs at least \$500 and all highly walkable items. It may be necessary, from time to time, for school employees to use school equipment away from school (and during non-school hours) in the performance of their job responsibilities. In such an occasion, appropriate records should be kept documenting the removal of said equipment from school property. Furthermore, use of any school equipment for non-school purposes shall be strictly prohibited. Specifically, use of any school equipment for personal use by employees of the district or loaning of school equipment to others for non-school business shall be strictly prohibited.