

Business/Non-Instructional Operations

Maintenance and Control of Materials

No school equipment shall be used for other than school or town purposes to be taken off campus. The Board of Education may permit, with appropriate approval, school equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extra curricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of school administration.

The Building Principal shall establish procedures for inventory control of all materials assigned to his/her building in conjunction with the Business Office. Information Technology and Facilities will maintain an inventory of all their physical equipment in conjunction with the Business Office.

(cf. 1330 – Use of School Facilities)

(cf. 3440 – Inventories)

Legal Reference: Connecticut General Statutes

10-228 Free textbooks, supplies, materials and equipment

