

Employees of the district are generally not allowed to leave the school premises with property of the school district. Such property includes, but is not limited to, computers and associated peripheral devices, computer software, office equipment, office supplies, machinery, tools, furniture, etc.

However, the superintendent may make exceptions to this rule. Exceptions to this rule will be made on a case-by-case basis. Exceptions will be made when the employee demonstrates to the superintendent that allowing school property to be used off-premises will enhance or promote the educational opportunities of the students. Under no circumstances will school property be allowed off-premises for the personal use and/or gain of the employee.

Any employee wishing to have exception made to this rule must submit a Property Check-Out Request Form (available in the Superintendent's office) to the superintendent no later than the beginning of the school day prior to the day when the property is to be checked out. The Superintendent will review the request and inform the employee of the decision. In the event that the superintendent is not available at the site to make the determination, no property will be checked out until the Superintendent returns and can review the request.

Under no circumstances will property be checked out for more than five (5) days at a time. In the event that an employee wishes to check out the same property at the end of five days' time, the employee must first return the property to the district and then re-submit a Property Check-Out Request form. At that time, the employee must be able to justify the need for continued use of the school property before said property will be checked out.

Upon return, the property must be in the same condition as it was when checked out. If an employee damages or causes the loss of any checked-out property, the employee shall be liable for repair or replacement costs of the damaged property.

Checked-out property is merely on loan to the employee and at all times remains the exclusive property of the district. In the event an employee in the possession of checked-out school property is dismissed or resigns, any checked-out property shall be returned immediately to the appropriate site. If said property is not returned within 24 hours of termination or resignation, the district will initiate court proceedings against the former employee for return of the property or for the property's replacement value, plus damages.

Approved: October 6, 2010

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Board Clerk

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Board President