

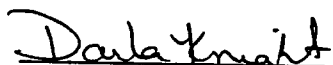
**USE OF SCHOOL PROPERTY, MATERIALS, OR SUPPLIES
BY DISTRICT EMPLOYEES**

The use of district equipment, materials, or supplies for personal purposes is prohibited except in an emergency situation. The Board of Education recognizes that there may be situations when employees may need to use school equipment away from the premises in the performance of their duties. The following conditions must be met for all equipment loans:

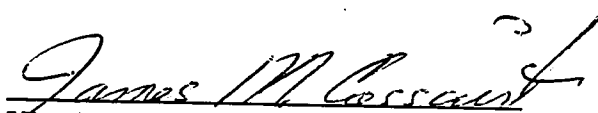
1. The building principal must authorize, in writing, all equipment loans noting borrower, description, loan period, and serial numbers.
2. School property will not be loaned if the loan will cause a disruption in the regular educational program.
3. Equipment not intended for portable use, such as desks, bleachers, scoreboards, etc., will not be loaned.
4. Vehicles and implements such as tools, lawn equipment, cleaning equipment, etc., will not be loaned.
5. If equipment requires repair, the borrower will not personally attempt repairs, but will report the problem upon return of the equipment.
6. If the equipment is lost or stolen while in an employee's possession, it will be reported immediately. The employee will be held responsible for replacement costs.
7. If costs of use are incurred (such as cellular phone charges) while the equipment is in an employee's possession, the employee will reimburse the district for any charges unrelated to the professional use of the equipment.
8. All property borrowed will be returned to the site specified in the written agreement.

REFERENCE: 70 O.S. §5-130

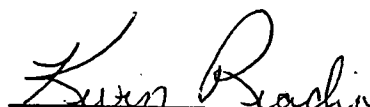
Adopted this 17th day of November 1997.



President, Board of Education



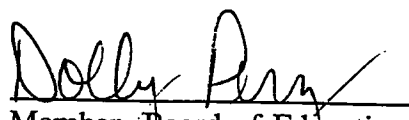
Vice-President, Board of Education



Clerk, Board of Education



Deputy Clerk, Board of Education



Member, Board of Education

EQUIPMENT LOAN FORM

Loan Date: _____ Name: _____ Home Phone: _____

Address: _____ School Assignment: _____

Return by: _____ Return to (location): _____

Description of Equipment: _____

Serial Numbers and/or Inventory Identification Number: _____

Comments: _____

I have received the equipment listed above. My Renters/Homeowners insurance will cover the replacement costs of the equipment, or I assume that responsibility. If the equipment is lost, stolen, or damaged while in my possession I will take action to reimburse the Board of Education for the equipment within two weeks of the return date or the Board of Education may deduct the cost of the equipment from my salary. If expenses are incurred for the use of the equipment (such as cellular charges), I will reimburse the district immediately upon notification of the amount of those charges.

Signature: _____ Date: _____

Date returned: _____ Satisfactory Condition? _____

Granted by: _____ Returned to: _____