

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Effective: 2-1-99	Policy: E-07-R1
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Use of School-Owned Property (Employees/Students)

Employees who wish to use district-owned property outside the regular assignment must have approval from their immediate supervisor. The immediate supervisor must ascertain the property will only be used for school business. The employee must furnish proof of incurability to replace the equipment in the event it is lost or stolen.

Building administrators may allow students to use school-owned property when it is connected to school studies, co curricular, or extracurricular activities. A reasonable fee, not to exceed the actual maintenance cost for the use of musical instruments and uniforms owned or rented by the district will be charged. Building administrators will keep written records of property used by employees or students, including information on dates taken from the school site, dates returned to the school site, and the record for use of the property.

State-owned equipment may not be loaned to employees or students.