

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies: Borrowing	Descriptor Code: 3.301	Issued Date: 12/12/16
		Rescinds: 3.301	Issued: 04/14/14

- 1 Staff members may borrow school equipment and materials at no cost when such use is directly related
- 2 to their employment and when approval has been granted by the principal. Staff members shall be
- 3 responsible for any lost or damaged equipment and materials.

- 4 Students may borrow school equipment and materials at no cost when such use is directly related to
- 5 their studies or extracurricular activities and when approval has been granted by the principal. Students
- 6 shall be responsible for any lost or damaged equipment and materials.

- 7 Vehicles, vocational-type equipment, and cleaning and maintenance equipment shall not be borrowed
- 8 or rented for personal use by anyone.

- 9 The superintendent or his designee shall develop procedures to ensure proper controls, monitoring, and
- 10 returns of all borrowed equipment or supplies.