

STAFF PERSONNEL

Series 400

POLICY TITLE USE OF SCHOOL PROPERTY AND EQUIPMENT BY STAFF No. 401.15

The primary purpose of property and equipment at the Johnston Community School District is to deliver and provide a quality education program. Resources for school district property and equipment are limited; therefore each user must use and operate the property and equipment with the utmost of care. Employees may use school district property and equipment for any school purpose or activity held during the school day or for a school sponsored event.

Employees may use the school district facilities under the limits of the district Facility Use Guidelines when it does not interfere with the delivery of the education program and is not used for profit. An employee's request will not supersede a prior request. The employee will be responsible for ensuring that the property is returned to the control of the district in the condition in which the property was found. Use of school owned equipment for non-school sponsored events is not permissible.

District owned transportation vehicles are a separate category of school district property. Employee use of such district owned vehicles shall be limited to school district business only and may be subject to specific regulations established by the IRS and the Superintendent. At no time shall district owned vehicles be used for any other purpose, including personal business, without prior approval from the Superintendent. Vehicles will be housed overnight on district property.

Cross Reference: 905.1 Community Use of School Facilities and Equipment

Date Approved: December 11, 1995

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