SUPPORT SERVICES **Policy 5440**

Inventory Management

Authorized Use of District-Owned Materials and Equipment

The Board of Education for the Raymore-Peculiar R-II School District recognizes that it may be appropriate for school personnel to check out school equipment that is used for instructional purposes. Such equipment must normally be used in the classroom as an instructional tool. However, there may be occasions when it is necessary to check out such equipment and use it outside the classroom and/or off school premises to prepare instructional materials or to prepare for the instructional process. Accordingly, the Board of Education has elected to adopt this policy regarding use of school equipment.

School equipment shall be checked out and used outside the classroom and/or removed from district property solely and exclusively for use in, or to facilitate, the instructional process. School equipment shall not be checked out for personal use. Employees who have checked out school equipment for the purposes authorized above shall not use or permit others to use such equipment for personal or private purposes.

Equipment damaged in any way while checked out to an employee under this policy shall be repaired at the expense of the employee. Equipment lost or stolen while checked out to an employee under this policy shall be replaced at the expense of the employee. The employee shall reimburse the district for the full replacement cost of the lost or stolen equipment.

Requests to check out specific equipment must be submitted to the employee's building administrator or a district office administrator. The request must be submitted in writing and approved in writing by the building administrator or district office administrator. The request shall at a minimum provide the following information:

1. Name of person submitting the request
2. Date of request
3. Item requested
4. Purpose of the request
5. Anticipated date of return

Upon return of the equipment, the employee shall provide the following information, in writing, to the administrator who approved the checkout request:

1. Date and time of return
2. Any loss, damage, or operational problems incurred during use of the equipment

The building administrator or district office administrator shall date and initial the information and shall inspect the equipment for obvious damage.

Equipment available for checkout under this policy shall be limited to equipment directly related to preparation for instruction or equipment used directly to facilitate the instructional process. The use of district technology equipment and resources are governed by the technology user agreement.

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Adopted: July 1, 2018
Raymore-Peculiar R-II School District

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