



**Series 3000
Business**

Policy 3270

Inventory and Use of Board Owned Property

An inventory of Board owned property, including but not limited to equipment, supplies, and instructional materials, shall be maintained in a manner developed by each department and/or school and approved by the Superintendent or his/her designee.

No Board owned property may be used for other than school purposes, except when used in connection with another town agency or as requested by a local, state or federal governmental body.

The Superintendent, in his/her sole discretion, may grant permission for Board owned property to be borrowed under limited circumstances. Employees may only use Board owned property when such use is directly related to their employment duties. Students may only use Board owned property when it is to be used in direct connection with their studies.

Policy adopted: November 18, 2019