

Use and Disposal of School Property, Equipment and Supplies

Applicability

This policy applies to all SSD employees.

- **Use of School Property**

School owned property and equipment is for school use only. Faculty and staff are prohibited from borrowing or removing any equipment or property from campus. This includes school property that is no longer in use and has been thrown away. All property and equipment no longer in use must be disposed of through the state property surplus procedures and/or through waste disposal, that is, placing discarded items in trash bins/receptacles, garbage cans, etc. Any exceptions must be approved in writing by SSD Superintendent.

- **Performing Personal Work**

Faculty and staff are prohibited from performing personal work for themselves or other employees or for friends or family on SSD premises or using SSD equipment. Examples include but are not limited to: car repairs and maintenance, computer repairs and maintenance, use of school owned computers, copiers, etc.

- **Donations**

All donations, whether monetary, property or volunteer services, are to be handled through the SSD Superintendent. The SSD Superintendent will determine if the school will accept the donations; all other faculty and staff are prohibited from personally accepting any donations made to the school.

Faculty and staff engaging in practices that are contrary to the above stated policy may be subject to disciplinary action.