

**Series 3000 – Business & Non-Instructional Operations**

**5. Non-Instructional Operations**

**C. Buildings**

**(2) Equipment**

**(a) Personal Use of School Equipment**

No equipment may be removed from school premises for personal use. Each principal shall develop specific procedures for the use of school equipment by employees working in a regular or extracurricular program during times when school is not normally in session.