

**File: EDC**

### **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The Westfield School Committee wishes to be of assistance, whenever possible, to other city/town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

School equipment may be utilized by staff when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Adopted: December 23, 1974

Revised: April 14, 1986

SOURCE: MASC August 2016

1<sup>st</sup> reading: June 4, 2018

2<sup>nd</sup>/final reading and revised: June 18, 2018