

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: May 29, 2004

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
<p>1. Purpose SC 801 Pol. 707</p>	<p>The Board directs that district-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.</p>
<p>2. Delegation of Responsibility</p>	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Superintendent.</p> <p>The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p>
<p>3. Guidelines Pol. 137</p>	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>Students enrolled in a home education program may be loaned the use of textbooks and materials in accordance with Board policy for a maximum time of one (1) school year by submitting a written request to the building principal. The building principal shall maintain a written record of the borrowed materials and to whom they were assigned.</p> <p>District employees may borrow certain types of equipment for their professional development and training, when such use is directly related to their job responsibilities. Such equipment may be borrowed for a maximum period of two (2) months. Employees shall submit a written request to the building principal, who shall maintain a written record of borrowed equipment and to whom it was assigned.</p> <p>Removal of school equipment from school property for personal use by staff or students is prohibited.</p>
<p>SC 804</p>	<p>School books may be used by students during vacations when permission is granted by the building principal.</p>