



Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Active
Adopted	November 21, 2022

Purpose

The Board directs that district-owned equipment normally 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.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal and use.

Guidelines

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.

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.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal.[\[3\]](#)

Collection of Money From Students

All money collected from students for fines, lost keys, etc. (excluding library fines) shall be received by the building principal or designee, and a receipt shall be given to the student. Teachers shall not be permitted to collect money from students at any time unless authorized by the building principal. Building principals shall remit all collections and a copy of substantiating receipts to the Business Manager daily. The building principal shall be responsible for the accuracy and accounting of such money.

Legal

1. 24 P.S. 801

2. Pol. 707

3. 24 P.S. 804