

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: LENDING/USE OF SCHOOL -
OWNED EQUIPMENT AND BOOKS

ADOPTED: June 7, 2010

REVISED:

FIRST READING: MAY 3, 2010

708. LENDING/USE OF SCHOOL-OWNED EQUIPMENT AND BOOKS	
<p>1. Purpose SC 801 Pol. 707</p>	<p>The Joint Operating Committee directs that school owned equipment shall not be loaned for nonschool use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with JOC policy. Limited exceptions to this general rule are noted below.</p>
<p>2. Delegation of Responsibility</p>	<p>The use of specific items of school equipment, when unobtainable elsewhere, may be granted upon the written request of the intended user and approval by the Director.</p>
<p>3. Guidelines</p>	<p>MCTI equipment may be removed from an assigned location by staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the Director is required for such removal.</p> <p>The user of school 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 pickup and return.</p> <p>When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the school and shall pay such costs as have been set for said hire.</p>
<p>SC 804</p>	<p>School books may be used by students during summer vacations only in conjunction with summer projects and when permission is granted by the Supervisor of Career and Technical Education.</p> <p>School Code – 24 P.S. Sec. 801, 804 Board Policy – 707</p>