

POLICY

HOWELL TOWNSHIP BOARD OF EDUCATION

PROPERTY
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Loan of School Equipment

7520 LOAN OF SCHOOL EQUIPMENT

The Board of Education believes that district owned educational equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not interfere with the educational program of the schools.

The Board may lend specific items of educational equipment on the written request of the user and approval granted by the Superintendent or designee. 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.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Principal or designee is required for such removal. Removal of school equipment from school property for personal use is prohibited; the use of school equipment on school grounds for personal benefit is also prohibited.

Adopted: 03 January 2013

