

# CRITICAL POLICY REFERENCE MANUAL

Charter School Edition

Academy Charter High School

FILE CODE: 3514

Monitored

Mandated

Other Reasons

## EQUIPMENT

Equipment purchased by the board of trustees is intended for support of the educational program.

The lead person shall oversee the maintenance of all school educational and noneducational equipment in safe working condition. No employee or student shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the lead person. 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. He/she shall be responsible for its safe return.

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 his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of school equipment.

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 is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Adopted: April 11, 2013

### Key Words

Loaning School Equipment

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

### Possible

**Cross References:** \*1330 Use of school facilities  
\*1410 Local units  
\*3250 Income from fees, fines, charges  
\*3510 Operation and maintenance of plant  
\*3516 Safety  
3530 Insurance management  
\*4147 Employee safety  
\*4247 Employee safety  
\*5142 Student safety

\*Indicates policy is included in the Critical Policy Reference Manual.