

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

708-AR-2. LENDING OF EQUIPMENT TO STAFF/STUDENTS

Equipment

Generally, the removal of equipment from school property by staff and students for personal use is prohibited by Board policy.

A staff member may borrow specific equipment from the district for use in an approved course of study, training program or presentation related to professional responsibilities.

A student may borrow specific equipment for use in a course of study, training program or presentation related to assigned school work.

Application/Approval Procedure

1. Copies of the Application For Lending Of Equipment To Staff/Students will be available in all building and district offices.
2. The staff member or student requesting to borrow equipment must complete and sign the Application For Lending Of Equipment To Staff/Students and submit it to the building principal or immediate supervisor.
3. The request must be made at least five (5) school days prior to the date the equipment will be needed.
4. The principal or supervisor will review the request and determine approval, in consideration of the following:
 - a. If borrowing the equipment interferes with its use during the regular school program, the request will be denied.
 - b. If equipment is available and affordable elsewhere, the request may be denied.
 - c. If equipment requires the services of an operator, the borrower must use the services of an operator approved by the district and will incur all costs for the services.
5. If the principal or supervisor approves the request, s/he will keep a copy of the approved application on file. S/He will give the staff member or student a copy of the approved application and a copy of the related Board policy and administrative regulations.

6. Upon return of the equipment, the principal or supervisor will inspect the equipment for damages and will immediately inform the Business Manager regarding damages.

Laptop Computer

A staff member may borrow a laptop computer from the district for use in an approved course of study, training program or presentation related to professional responsibilities.

The staff member will follow the same application procedure as staff requesting to borrow district equipment, except the requester will complete and sign the Request To Borrow Laptop Computer form.