

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EQUIPMENT

Equipment purchased by the Board of Education is intended for support of the educational program.

The Chief School Administrator shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment used during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for student or community use after a written request is made to and approval granted by the Chief School Administrator. 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. 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 district 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 district equipment.

School equipment may be removed from school property by pupils 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.

Unauthorized removal of school equipment from school property for personal use is prohibited.

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.S.A. 18A:54-2 Powers of board (county vocational schools)
 N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

Cross References:

1330 Use of school facilities
 1410 Local units
 3250 Income from fees, fines, charges
 3510 Operation and maintenance of plant
 3530 Insurance management
 4143 Extra pay for extra work
 4147 Employee safety

4243 Overtime pay
4247 Employee safety
5142 Pupil safety

Adopted: August 20, 2007