

Section: **PERSONNEL**

Procedure Title: **Staff Use of Equipment**

This administrative procedure is intended to ensure that non-instructional personal staff use of equipment is minimized and supervised. Accordingly, unless identified in board policy as an allowable use, the staff use of equipment for personal/private purposes is prohibited. Allowable use includes: the use of equipment in classroom instruction; those instances governed by the community use policy (EBH); the reasonable on-site staff use of telephones, typewriters and calculators when no district expense is incurred; and the use of equipment associated with group staff activities when approved by the building principal.

Instructional staff members may also use the equipment at times other than the school day to maintain or develop new skills utilized in his/her instructional area. In such instances of use, the following conditions must be met:

1. No personal monetary gain in the intended result of any such use.
2. The equipment is not removed from the building premises without the written permission of the building principal or his/her designee, i.e., music instruments--Music Supervisor, athletic gear--Athletic Director.
3. The use shall not interfere with the instructional program.

Under the conditions listed below the occasional use by a staff member of equipment in capacities not necessarily related to maintenance or development of instructional skills may be allowed:

1. The use requires the prior approval of both the principal and the staff member who makes primary use of the equipment in the instructional setting.
2. The equipment is not removed from the building premises.
3. No personal monetary gain is intended to result.
4. The staff member using the equipment is qualified by experience or training.
5. The use shall not interfere with the instructional program.

Adopted: November 29, 1978  
Revised: August 2008  
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