

## **P6440 PLACEMENT, USE, AND TRANSFER OF INSTRUCTIONAL EQUIPMENT**

### **BOARD POLICY:**

**The determination of placement, proper use, and transfer of instructional equipment is the joint responsibility of the building principal, Learning Services, Career and Technical Education, and Information Services and Technology.**

Administrative Implemental Procedures:

#### 1. Placement of new instructional equipment

Learning Services, Career and Technical Education, and Information Services and Technology are responsible for working cooperatively with the building principal and department members in the selection and placement of new instructional equipment.

#### 2. Use of instructional equipment

- a. Instructional equipment is to be used by departmental personnel in the specific program/curriculum area for which it was purchased. If the equipment is used for any other purpose, it must be approved by the building principal and notification given the appropriate personnel by the principal. If there is a question concerning the judgment of how the instructional equipment is used the proper assistant superintendent will be notified.
- b. Instructional equipment, which is under a lease/contract agreement, may not be used for any purpose other than that described in agreement with vendors.
- c. Personnel using instructional equipment must be thoroughly trained in its usage, adhere to all safety regulations, and utilize procedures to avoid improper use and abuse.
- d. Except as governed by the *Teachers Employment Agreement*, employees are prohibited from personal use of district supplies, materials, equipment, tools, machines, and facilities.
- e. Community groups may use instructional equipment according to guidelines described in the BOE Policy 3450 - Community Use of Buildings, Grounds, and Equipment.

#### 3. Transfer of instructional equipment

- a. Surplus equipment in a school may result from the purchase of new equipment or the revision of the curriculum. The principal of a school will notify Learning Services, Career and Technical Education, or Information Services and Technology when there is instructional equipment in the building that will not be used for the established program.
- b. Learning Services, Career and Technical Education, and Information Services and Technology will meet with the principal to advise of the disposition of surplus equipment. The disposition of the surplus equipment will be the responsibility of Learning Services, Career and Technical Education, and Information Services and Technology.
- c. The curriculum coordinator or teaching specialist may subsequently transfer surplus equipment to other programs in the school district to improve that curriculum area.

Administrative Responsibility: Learning Services

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