

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD****ADMINISTRATIVE PROCEDURE
BUSINESS ADMINISTRATION: NO. 530**

Effective	August 21, 2019
Last Revised	August 15, 2023

STAFF AND STUDENT USE OF SCHOOL EQUIPMENT

PURPOSE

This administrative procedure has been developed by system and school administrators of the James Bay Lowlands Secondary School Board to supplement Board Governance Policy GOV-37 Security: Property Damage, Theft, Break-In.

This administrative procedure describes the measures taken by the Board to demonstrate effective stewardship in protecting school equipment from loss or damage.

PROCEDURES**1. Board Equipment**

- 1.1. The James Bay Lowlands Secondary School Board allows staff members and students the extra-curricular use of the Board's equipment.
- 1.2. This administrative procedure pertains to use of school facilities and/or equipment for non-work-related use or recreation. The Board does NOT allow the following to be used for such extra-curricular use.
 - Board vehicles;
 - Board Canoes; and
 - Other equipment used in outdoor education/land-based learning.

2. Authorization

- 2.1. Staff members may use the school facilities and equipment after regular school hours with the following prior approval:
 - a) by the principal if the facilities and/or equipment are normally used for the instruction of curriculum;
 - b) by the facilities manager if the facilities and/or equipment are normally used for maintenance of the Board buildings and property.
- 2.2. Students may use the school facilities and equipment after regular school hours under the following conditions and terms:
 - a) if the use is directly related to school curriculum or activities; and

- b) if there will be authorized staff supervision; and
- c) if there has been prior approval granted by the principal or facilities manager.

Note: No one is permitted in the technology/shops area of the school unless a qualified technology teacher is present. Use of the technology/shops area of the school and any equipment in this area must be supervised by an on-site qualified technology teacher at all times.

3. Equipment

- 3.1. All equipment being taken off the school premises must be signed out on the Form 530-01 Equipment Loan Form.
- 3.2. The condition of the equipment shall be checked by the principal or facilities manager or designates upon its loan and return.
- 3.3. Staff shall be responsible for the timely return, in proper condition, of the equipment borrowed.
- 3.4. The cost of repairing or replacing equipment damaged or lost when on loan shall be the responsibility of the staff member to whom the equipment was last loaned.

4. Security

- 4.1. Staff members shall ensure that the building entrances are secure after entering or exiting the building.
- 4.2. All Board and school rules of conduct and safety procedures shall be strictly adhered to. Staff members assume full responsibility for their personal well-being when using the building or equipment in a personal capacity.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards: Promote student achievement and well-being

Education Act, Section 265 Duties of Principal: Care of pupils and property

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions

Board:

Board Policy GOV-20 Safe School Environment

Board Policy GOV-24 Occupational Health and Safety Committee

Board Policy GOV-34 Board Liability Insurance

Board Policy GOV-37 Security: Property Damage, Theft, Break-in

Administrative Procedure 205 Land Based Learning

Administrative Procedure 528 Key Control

Administrative Procedure 531 Public Use of School Building and Facilities

**JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
 ADMINISTRATIVE PROCEDURE 530:
 STAFF AND STUDENT USE OF SCHOOL EQUIPMENT
 FORM AP 530-01
 EQUIPMENT LOAN FORM**

The person whose name appears on this form authorizing the loan of equipment has checked the equipment prior to its being loaned and will check the equipment upon its return. Costs associated with the loss or damage of the equipment are to be recovered from the person to whom the equipment has been loaned.

EQUIPMENT (Type/ID No.)	DATE LOANED	DATE RETURNED	SIGNATURE OF BORROWER (staff only)	CHECKED & AUTHORIZED BY (signature)