



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 543</b>	
Effective	May 24, 2016
Last Revised	August 18, 2023
Last Reviewed	August 18, 2023

**BOARD EQUIPMENT: LOANS**

**PURPOSE**

The Moosonee District School Area Board strives to ensure effective stewardship of its resources in order to deliver effective and appropriate education programs to its students.

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 Moosonee District School Area 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

**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.

### **3. Equipment**

- 3.1. All equipment being taken off the school premises must be signed out on the Form 543-01 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: Effective Stewardship  
Education Act, Section 265 Duties of Principal: Care of Teaching Materials and Property  
Education Act: Section 286 Duties of Supervisory Officers: Supervise Business Functions

### ***Board:***

Board Policy GOV-03 Role of the Corporate Board: Fiscal Responsibility  
Board Policy GOV-04 Role of the Supervisory Officer: Fiscal Responsibility  
Board Policy GOV-20 Housing Policy  
Administrative Procedure 540 Safety and Security of Board Buildings and Property

**MOOSONEE DISTRICT SCHOOL AREA BOARD  
 ADMINISTRATIVE PROCEDURE 543:  
 STAFF AND STUDENT USE OF SCHOOL EQUIPMENT  
 FORM AP 543-01  
 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)