

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: USE OF SCHOOL SUPPLIES AND
EQUIPMENT**

PROCEDURE CODE:	414 AP 001
Policy Reference: 414 – School Supplies and Equipment	Exhibits: 414 E 001 – Long-Term Off-Campus Use of School Equipment Agreement 414 E 002 – Short-Term [1-3 Days] Off- Campus Use of School Equipment Agreement 414 E 003 – CTS Lab Usage Agreement

PROCEDURE

School equipment and materials may be used by school personnel outside of school hours for various activities related to the school program, provided that appropriate protocols are followed.

1. Materials and supplies purchased by or through the Division shall be used for activities and projects related to the school program. Events or activities endorsed by the principal and/or school council are considered to be part of the operation of the school.
2. School personnel shall at all times show good judgment and discretion in using school equipment and supplies.
3. The safety and security of the people involved, the safety of the building, and the security of the building and equipment must always be the primary concern.
 - 3.1. staff using the labs must observe all safety procedure
 - 3.2. only qualified staff may use specialized CTS shop equipment.
4. Equipment being removed from Division facilities for school purposes must be reported to the school's principal, or designate, prior to their removal. In turn, when equipment is returned to the school, it must be reported to the principal, or designate. Normally, reporting would be done through an equipment sign out sheet retained in the office – clearly identifying the following:
 - 4.1. the item(s) being removed/returned,

- 4.2. the date that they are removed/returned, and
- 4.3. the name of the teacher/employee who removed or returned the items.
- 5. Equipment being removed from Division facilities for non-school purposes must only be on a temporary basis and returned in accordance with approval received in the signed Agreement (in Exhibits 414 E 001 and E 002)
 - 5.1. Short-term (1-3 days) use of school equipment for non-school purposes off-campus must use the approval form from Exhibit 414 E 002 "Short-Term Off-Campus Use of School Equipment Agreement". (Principal and appropriate Department Head, if applicable, must both approve.)
 - 5.2. Long-term use of school equipment for non-school purposes off-campus for must use the approval form from Exhibit 414 E 001 "Long-Term Off-Campus Use of School Equipment Agreement" (the Principal and Secretary Treasurer must both approve.)
- 6. Non-School use of CTS power labs on campus must use the approval form, from Exhibit 414 E 003 "CTS Labs Usage Agreement" (the Principal, the appropriate Department Head, if applicable, the Lab Supervisor, if applicable, and the Secretary Treasurer must all approve.)
- 7. Application shall be made to the appropriate individuals prior to equipment, materials or CTS labs being used for any activity outside of school hours.
- 8. The necessary Agreement (Exhibits 414 E 001 and E 002) which identifies all equipment being removed from school property must be completed by the staff member and approved by the appropriate individuals prior to the equipment being removed from the facility.
- 9. CTS teachers are responsible for their own labs and may use them as deemed necessary, except for personal gain through business.
- 10. Staff may have limited use of a CTS lab as approved in Exhibit 414 E 003. (Forms to be completed and returned to Secretary Treasurer.)

Approved: February 22, 2005

Revised: December 5, 2016

