

**Lewis Center for Educational Research
Academy for Academic Excellence**

**BP 3512: BUSINESS AND NONINSTRUCTIONAL OPERATIONS
EQUIPMENT**

Adopted: June 5, 2003

Revised:

School equipment may be used by staff members and/or students only for school-related tasks. LCER equipment may not be used for personal reasons.

The CEO or designee shall ensure that all employees understand that personal use of LCER property is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Costs of services such as copying may be charged to the group rather than paid by the LCER.

The consent of the principal is required if LCER-owned equipment is removed from the school site.

When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Foundation Board

In order to more efficiently execute the responsibility of his/her office, each member of the Foundation Board may have available to him/her the following LCER-owned equipment.

Facsimile Machine

Dedicated Phone Line for Facsimile Machine

Filing Cabinet

The equipment may be placed in the Board member's home or office for the duration of his/her term, and will be returned to the LCER at the expiration of his/her terms of office.