



ROE #3 – Youth Education Services: Schools Division
 Regional Office of Education – Bond, Christian, Effingham, Fayette, & Montgomery Counties
 Julie Wollerman, Regional Superintendent of Schools
Laura Benhoff, Principal-Vandalia Site Amber Kidd, Principal-Effingham Site

New Approach Alternative High School * RAP * FOCUS
 1500 West Jefferson St., Vandalia, IL 62471
 Phone 618/283-9311 Fax 618/283-9339

Aspire Alternative High School * TriStar Academy
 900 Edgar, Effingham, IL 62401
 Phone 217/342-2865 Fax 217/342-9840

STARLAB Policy

1. The STARLAB Portable Planetarium may be borrowed by a school district if signed out to a responsible person who has completed the mandatory training. Additional trainings will be offered periodically by the Regional Office of Education 3.
2. The school district personnel must pick up the equipment at the ROE in Vandalia and transport it to school. A truck, van or full-sized car will be needed. The district personnel will be responsible for returning it to the ROE in Vandalia. You must arrange pick-up and return with ROE 3 Alternative Education Programs (618/283-9311) at least 24 hours in advance.
3. If schools are closed for bad weather or other emergencies, effort must be made to keep STARLAB on schedule. Requests for dates will be filled by the ROE AEP on a first-come, first-served basis per the allotted weeks per school district according to the guidelines. Request will be taken by phone from the designated STARLAB representative from each district.
4. All equipment will be checked upon return. ROE 3 AEP will furnish to the borrower a check list and instruction sheet. District personnel should notify ROE 3 AEP immediately of any needed repair or when bulbs or fuses are replaced so that replacements can be kept on hand.
5. If STARLAB is damaged due to a district personnel's negligence, the district will be responsible for the cost of repair.

I have read this policy sheet and agree to take responsibility for the STARLAB equipment in my school for the period from _____ to _____.

 District
 District

STARLAB Coordinator for

 Date

 District Superintendent