

# Dufur School District 29

Code: **EDB**  
Adopted: 9/03/96  
Readopted: 12/02/13  
Orig. Code(s): EDB

## Care of District Property

Teachers are expected to exercise proper supervision and care over all furniture, books, supplies, equipment and facilities provided for their use, to instruct the students in the care, proper use and preservation of the district's property and to encourage student pride in the appearance of buildings and grounds. The teacher shall be alert to any mistreatment of district or personal properties and seek a correction at once. Misuse shall be reported to the principal at once.

The school room shall be made a pleasant and healthful place to work. The teacher shall watch the temperature, ventilation and lighting very closely. If proper room atmosphere is difficult to maintain, it shall be reported to the maintenance staff through the principal. Seating and equipment shall be adjusted to fit student needs and physical size whenever possible.

Building use by teachers is limited to authorized district programs and activities. Use of the building after hours for any district activity shall be scheduled through the principal. Use of the building by nonschool groups or by school groups for other than approved district activities may be done in accordance with district policy through the superintendent. Teachers are not to open the building or provide keys to the building for any individual or group except in accordance with district policy.

No teacher or other district employee is to leave money, keys or valuables in or on a desk or elsewhere about the school building where these may be picked up.

Teachers who may receive or collect money or valuables from any source must either keep it on their person until properly disposed of or turn it over to the principal or authorized person for safekeeping.

Teachers or others who suffer losses for themselves or others by failure to observe these regulations or good judgment will be expected to bear such losses personally.

No district employee shall bring personal equipment including tools to school for use without authorization from the principal. No teacher shall request any student to bring personal equipment to school without authorization from the principal. All such items of whatever nature are brought to school at the individual's own risk and the district assumes no responsibility for them.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

### Cross Reference(s):

DID - Property Inventories