

Helix School District 1R

Code: **EDB**
Adopted: 1/8/97
Orig. Code(s): None

Maintenance and Control of Materials

Employees will exercise continuous and vigilant care of all District-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary action.

Vehicles, musical instruments, computer equipment, video equipment and typewriters are priority items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have a non-removable inventory number and all such numbers will be properly recorded.

The superintendent/principal is authorized to develop appropriate regulations regarding the care and use of all District owned material and equipment, including portions of a facility such as labs, shops and athletic facilities.

Staff will be responsible for District materials, supplies, and equipment housed within their individual building and/or area.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)