

**North Santiam  
School District**

Code: **GCQC/GDQB**  
Adopted: 2/26/98

**Staff Responsibility for School Property**

All district employees are responsible for the proper supervision of school property and are to report any willful or accidental damage to the administration.

Individuals using school property or equipment on their own time, and not relating to teaching assignments or preparation, will be responsible for their own personal safety and will not hold the district responsible.

Any piece of equipment, school property, borrowed or for individual use not related to teaching assignments, must follow policy, Community Use of School Facilities, KG. Use of any equipment, either on or off the school premises, becomes the responsibility of the user.

If the individual is using school facilities outside school hours, that individual is responsible for locking the building and turning out lights. The individual may not loan their keys to non-school individuals at any time. Damage to property through use or not securing the building shall be paid by the employee.

At no time will any school district employee use school time, facilities, or equipment for personal remunerative pursuits.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)