

Ontario School District 8

Code: **GBO**
Adopted: 06/15/95
Readopted: 8/18/10
Orig. Code(s): GBO

Staff Responsibility for District and Personal Property

Staff members shall take necessary measures to protect district facilities, equipment and other property from loss, theft, damage or vandalism. The superintendent shall see that all members of the staff are aware of and respond to the proper procedure to prevent the loss or damage of district property and to report the loss or damage correctly. Regulations shall be developed to implement this policy and shall be available to all staff members.

No staff member shall leave money valuables or keys lying in or on a desk or elsewhere in the school building where these may be picked up by some person not entitled to their possession. Staff members who receive or collect money or valuables from any source must either keep it on their person until they properly dispose of it or turn it over to the principal or authorized person for safekeeping, accepting a receipt for same.

Staff members who suffer losses of district or personal property by failure to observe these regulations may be expected to bear such losses personally. In case any staff member should suffer a loss of money keys or valuables by reason of violations of these regulations he/she will not accuse or search any student in this connection until special permission for such procedure has been secured from the principal.

Use of personal equipment in schools will be done at the risk of the individual involved. In case of loss or damage of personal property, the district shall not be responsible for replacement or repair.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)