

Paisley School District 11

Code: **EDB**
Adopted: 2/16/05
Orig. Code(s): EDB

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 nonremovable inventory number and all such numbers will be properly recorded.

In the event that an extracurricular or curricular activity is no longer funded or sponsored by the district, the equipment used for that activity or program will be inventoried for a three-year period. At the end of three years, the equipment may be sold or donated at the Board's discretion.

The superintendent 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 art room, labs, shops and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DID - Property Inventories