

**Saint Helens  
School District 502**

Code: **EDB**  
Adopted: 2/25/02  
Readopted: 5/14/07  
Orig. Code(s): EDB

**Maintenance and Control of Materials**

Building administrators will be responsible for district materials housed within their individual buildings and/or areas.

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

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

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.172](#)