

**The Valley School  
of Southern Oregon**

Code: **GBCC**  
Adopted: 6/08/15  
Orig. Code(s): GBCC

### **Care and Use of School Property**

All staff members shall exercise continuous and vigilant care of all school-owned property. Such items as computer and video equipment, musical instruments and other electronic equipment are priority items for theft and damage. Staff must ask for approval prior to removing property belonging to the school, other employees, students or patrons. Equipment use outside of the school is at the discretion of the school director. Such equipment may not be used for personal financial gain.

An “equipment use form” must be submitted and approved. Forms are available from the director. In the event of loss or damage, a fee will be assessed by the school board according to the repair or replacement costs.

END OF POLICY

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**Legal Reference(s):**

[ORS 338.115](#)