

## REEDSPORT SCHOOL DISTRICT

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POLICY: AUTHORIZED USE OF SCHOOL-OWNED  
EQUIPMENT AND MATERIALS

CODE: EDC

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When school equipment is not needed or being used for educational purposes, it may be loaned to non-profit organizations from within the boundaries of the school district. Loaning shall not be on a sustained or continuing basis. In no case may equipment and/or materials from the district be borrowed by individuals for personal use.

School equipment may be loaned to staff members when such use is directly or peripherally related to their assignment with the District. Additionally, the Master Certificated Contract Agreement provides for Association use of specified equipment. Students may use school equipment when it is to be used in connection with their studies or other school-related activities.

No equipment shall be used or loaned except by and through written documentation with a designated administrator at each school. Failure to follow this procedure shall be deemed by the District to be a theft or conversion of the property, and could result in a criminal complaint being filed by the District. If an employee is convicted of a crime arising out of the violation of this policy, it shall constitute the basis for initiating proceedings for discharge of that employee.

In cases where responsibility for safekeeping, or the authority to loan, is a question, referral should be made to the superintendent. He may loan equipment on a fee basis to profit-making organizations, providing the school program is not interrupted, and he has reasonable assurance of return of such equipment in good order. A written accounting procedure for the borrowing of equipment shall be developed by the Administration.

END OF POLICY

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Legal References:   ORS Chapter 244  
                          ORS 332.107

"Oregon Government Standards and Practices Laws, A Guide for Public Officials," Oregon Government Standards and Practices Commission (December 1993)

Adopted:       08/15/90  
Original Code: JAI/EAE

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