

**BEND - LA PINE SCHOOL DISTRICT NO 1**  
**ADMINISTRATIVE REGULATIONS**  
**CODE: GBO-AR**  
**DATED:**  
**REVISED:**  
**REVIEW DATE:**  
**REVIEWED BY:**

**EMPLOYEE USE OF DISTRICT PROPERTY**

District employees shall not use district facilities, equipment or materials for personal use except as permitted by Board Policy KG - Community Use of District Facilities. Employees shall not remove district equipment or materials from district property unless authorized by their immediate supervisor.

District vehicles shall be used for district business only.

District employees shall not use or remove the personal property of other employees, students or members of the community without written permission from the individual.

Items placed in the lost and found may be donated to other schools, non-profit agencies and charity thrift shops and shall not be removed for personal use by district employees.

Employees who violate this policy are subject to discipline, up to and including dismissal.