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PERSONAL AND DONATED PROPERTY IN SCHOOL BUILDINGS

The Evansville Community School District Board of Education recognizes that staff and students may wish to bring privately owned materials into their buildings for educational purposes. Personal property must be approved, in writing, by school administration.

Consumable items purchased personally by staff to enhance instruction are exempt from the written permission requirement and the District assumes no liability for such items. Items purchased personally by staff members shall be clearly marked as personal property of the staff member. Prior to staff members bringing in large personal property or donated items (furniture, carpet, etc) to school, they must obtain permission from their administrator. Large items left in classrooms at the end of the school year may be disposed of at the discretion of the building administrator. A disposal fee may be charged to any staff member or citizen who does not remove personal or donated property from the schools when told to do so by the administrator.

Donations by staff, students and/or citizens shall be approved by an administrator.

An administrator shall not approve personal property requests if the property can be obtained by the District.

The District is not responsible for damaged, lost or stolen personal property.

Local Ref.: Employee Handbook