

PERSONAL AND DONATED PROPERTY IN SCHOOL BUILDINGS

The District will not assume responsibility for the maintenance, repair or replacement of equipment or material privately owned by a teacher or student and brought to a school or a school function unless the use or presence of such has been specifically requested or authorized by the school administration or Board in writing. Books, audio-visual materials or other items purchased by the teacher to enhance instruction are exempt from the written permission requirement, but the District assumes no liability for such items. They should be clearly marked as the personal property of the staff member.

Prior to staff members bringing large personal property (furniture, carpet, etc) to school, they must obtain permission from their administrative supervisor. Large items left in classrooms at the end of the school year may be disposed of at the discretion of the custodial staff and building principal.

No donations of large items by staff, students or citizens may be brought to school without permission. Except where they are specifically solicited and approved by administrative staff, no appliances should be placed in classrooms, staff lounges, or other areas under the control of the District. A disposal fee of \$50.00 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.

Principals and/or supervisors shall not approve the request to bring in personal property if the property can be obtained in the District.

If your personal property is damaged, lost, or stolen, your homeowner's policy would be primary. The District has limited resources to reimburse personal claims as outlined in the EEA Master Agreement and subject to the deductible of our district policy.

Local Ref.: Evansville Education Association (EEA) Master Agreement