

PROTECTION OF STAFF PERSONAL PROPERTY

1. Teachers are not encouraged to bring personal property to school for the instruction of their classes. Building administrators should work to secure the necessary educational materials needed for instruction whenever possible. Teachers who do bring personal property to school must take necessary care to assure the safety and security of their personal property.
2. If the item is not available through the Deerfield Schools and it is necessary to use personal property, the building administrator must be informed so that special arrangements, if necessary, can be made to secure the property from theft or damage. Whatever the case, the building administrator must be informed when personal property of value is brought to school for instructional use.
3. Valuable personal property (e.g., equipment and materials which are prone to theft or damage) may not be left in the building over the summer. Summer school, summer construction and repair, and other public access to the schools make security of personal property difficult.
4. Coverage of personal property if lost, stolen or damaged will be as follows:
 - a. Coverage for such loss would be coordinated with the employee's home owner's or tenant's insurance plan.
 - b. The district is not liable for any deductible required by the employee insurance.
 - c. The district is liable for coverage only up to the maximum amount per loss as covered by the district's insurance carrier (\$1,000 per loss at the writing of this policy).
5. Personal property left in automobiles is not covered for reimbursement under this policy.
6. Glasses and other necessary personal items (exclusive of clothes) that are damaged through no fault or negligence of the teacher in the performance of his/her assigned duties will be covered for reimbursement by the district, subject to individual's determination by the building administrator. The district's liability is limited to \$150.00 per incident.