

	<p style="text-align: center;">SCHOOL DISTRICT'S RESPONSIBILITY FOR PRIVATELY-OWNED PROPERTY</p>	<p style="text-align: center;">Policy No. 6540 February 15, 2012 Page 1 of 1</p>
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It is the policy of the Seattle School Board that the district will not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested or authorized, in writing, by the administration for use in the school program, unless otherwise specified in an existing collective bargaining agreement.

Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines will apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided;
- B. The district will not reimburse for loss of money or personal effects;
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor;
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage;
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item; and
- F. Proper documentation will accompany the requisition for reimbursement.

Adopted: February 2012  
 Revised:  
 Cross Reference:  
 Related Superintendent Procedure:  
 Previous Policies: G63.00; G63.01  
 Legal References:  
 Management Resources: