

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

DAMAGE TO OR LOSS OF PERSONAL PROPERTY	PROCEDURE
EFFECTIVE: 2019 04 23	

REFERENCES:

Board Policy – Damage To or Loss of Personal Property

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.

2.0 Expectations

- 2.1 The damage to or loss of personal items of staff and volunteers is the responsibility of the owner of the item.
- 2.2 Damage to or loss of personal items may be reported to the Treasurer or designate.
- 2.3 The Manager - Facility Services or designate may be directed to install signs on Board property to notify that parking of vehicles is at the owner's risk.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.