

Protection of Valuables

AP-570

Policy

The Charter Board recognizes that each employee, visitor/volunteer and student must exercise care and attention in safeguarding his/her personal property at all times.

The Charter Board does not accept responsibility for the replacement or repair of damaged, lost or stolen personal property of employees, visitors/volunteers and /or students.

The Charter Board also believes that employees hold a position of trust with respect to all property in their possession or owned by the School.

Guidelines

- (1) Teachers who receive or collect money from any source shall turn it over to the School Secretary for safekeeping.
- (2) The School Secretary shall keep a record of all school fees collected, shall secure all cash in an appropriate place and shall deposit school fees as often as necessary.
- (3) In the event of a loss of \$100.00 or more, the police must be informed.
- (4) The Principal is responsible for establishing school rules respecting the disposal of unclaimed personal property and any other rules respecting the personal property of employees, visitors/volunteers and/ or students.

Legal Reference:

Cross Reference:

Date of Adoption:

April 12, 1999

