

Administrative Procedure 570

Business Administration

PROTECTION OF PERSONAL VALUABLES

BACKGROUND

Westmount Charter School (WCS) is committed to maintaining a safe, respectful, and responsible learning and working environment. In accordance with the *Education Act*, the Charter Board has a duty to provide reasonable care for students and to ensure appropriate stewardship of school property and funds.

Students, employees, volunteers, and visitors are responsible for the safekeeping of their personal property. The Charter Board is not responsible for loss, theft, or damage to personal property brought to school or to school-sponsored activities, except where required by law.

Employees hold a position of trust with respect to school property, student property, and funds entrusted to them.

The Principal is responsible for implementing this Administrative Procedure.

PROCEDURES

1. Handling of Money and Valuables

- 1.1. Any employee, volunteer, or staff member who receives or collects money on behalf of the school shall promptly submit those funds to the Accounts Receivable Specialist or designated financial officer for secure handling and recording.
- 1.2. All cash collected through fundraising activities, school events, or other school-related purposes must be counted by two individuals.
 - 1.2.1. One individual shall act as the initiator and the other as the reviewer.
 - 1.2.2. Both individuals must independently verify the amount collected.
- 1.3. The verified cash amount shall be documented and both individuals must sign to confirm the total prior to submission.
- 1.4. Cash and related documentation shall be placed in a sealed envelope and submitted to Accounting in accordance with established financial procedures.
- 1.5. No student funds shall be kept in classrooms, offices, or personal storage unless expressly authorized as part of an approved school process.

2. Personal Property

- 2.1. Students, employees, volunteers, and visitors are responsible for the safekeeping of their own personal property.
- 2.2. The Charter Board is not responsible for the loss, theft, or damage of personal property brought onto school premises or to school-sponsored activities, except where liability is established under applicable law.

3. Student Property Confiscated or Held for Safekeeping

- 3.1. When an employee temporarily takes possession of a student's property as a result of school rules or safety concerns, the employee must take reasonable care of that property.
- 3.2. Confiscated or held items shall be:
 - 3.2.1. Clearly labelled;
 - 3.2.2. Stored securely; and
 - 3.2.3. Returned in accordance with school procedures.

- 3.3. Responsibility for loss or damage shall be determined in accordance with duty of care and reasonableness, not automatic personal liability.
- 4. Lost and Found
 - 4.1. Each campus shall maintain a designated Lost and Found area for items found on school premises
 - 4.2. Retention Period
 - 4.2.1. Lost and found items shall be retained for a minimum of 30 calendar days.
 - 4.3. Claiming Items
 - 4.3.1. Owners may claim lost items during the retention period.
 - 4.3.2. School staff will make reasonable efforts to assist students in identifying and reclaiming personal belongings.
 - 4.4. Security of Valuables
 - 4.4.1. Valuable items (e.g., electronics, wallets, jewelry) shall be stored in a secure location, such as locked in the main office, to prevent loss or theft.
 - 4.5. Disposition of Unclaimed Items
 - 4.5.1. After the retention period, unclaimed items may be disposed of through responsible means, including donation or other appropriate methods, as determined by the school.
 - 4.6. These procedures are intended to promote responsibility, fairness, and appropriate stewardship of personal property within the school community.
- 5. Losses and Accountability
 - 5.1. Where a loss of school or student property occurs, the Principal shall review the circumstances to determine:
 - 5.1.1. Whether reasonable care was exercised; and
 - 5.1.2. Whether school or individual responsibility applies.
 - 5.2. Employees shall not be held personally responsible for losses unless the loss resulted from negligence, misconduct, or failure to follow established procedures.

Legal Reference:	<i>Education Act</i>
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