



VALUABLES IN SCHOOLS

Background

On occasion, employees, students, or visitors may bring personal cash, valuables, or property to school.

Employees hold a position of trust with respect to all property within the school.

Procedures

1. Employees, students, or visitors are responsible for the safekeeping of personal belongings brought to school and should take necessary precautions to secure cash, valuables, or property.
2. The Division does not accept responsibility for the replacement or repair of damaged, lost or stolen personal property of employees, visitors/volunteers and/or students.
3. Employees and students who receive or collect money from any source must turn it over to the Administrative School Secretary or designate daily.
4. In a case where a teacher or other employee suffers loss of money, keys or valuables, the employee shall not accuse, question, or search any student until permission for such a procedure has been secured from the Principal.
5. The Principal shall implement procedures to manage employee and visitors' vehicles on the school parking lot, however, all employees and visitors are to be made aware that the Division will not be held liable for damage to property, valuables, or vehicles.

Reference: Section 31, 32, 33, 52, 53, 68, 197, 222, 257 Education Act