

## Administrative Procedure 507 - Personal Property in Schools and Worksites

## **Background**

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

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.

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

## **Procedures**

- 1. Staff who receive or collect money from any source shall turn it over to the Principal for safekeeping in accordance with *Administrative Procedure 511 School Generated Funds*.
- 2. Staff or others who suffer losses for themselves or others by failure to observe these procedures will be expected to bear those losses personally.
- 3. Staff shall be responsible for safekeeping any property taken from a student as a result of a breach of school rules. If such goods are lost or stolen after being taken from the student, liability for such loss will rest with the staff member.
- 4. Actions caused by someone other than a Division employee or is considered an act consistent with force majeure that results in the damage or loss of any personal property is not the responsibility of the Division.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act

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