

Administrative Procedure 507

VALUABLES IN SCHOOLS

Background

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

Procedures

1. The Division shall not assume any liability for any personal belongings of any staff, students, or visitors to the school through loss, accident, vandalism or theft.
2. Teachers who receive or collect money from any source shall either keep it on their person until they rightfully dispose of it, or shall turn it over to the Principal or designate, for safekeeping.
3. Teachers or others who suffer losses for themselves or others by failure to observe this administrative procedure will be expected to bear those losses personally.
4. Teachers shall be responsible for safekeeping any property taken from a student as a result of 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 teacher.

Reference: *Education Act, SA 2012, c E-0.3, ss 18, 20, 60, 61, 96, 113, 116, 117*