

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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