PROTECTION OF PERSONAL VALUABLES

Background

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

The Charter Board does not accept responsibility for the replacement or repair of damaged, lost or stolen personal property of employees, visitor/volunteer and/or students.

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

Procedures

1. Employees of STEM Collegiate who receive or collect money from any source shall turn it over to the Administrative Assistant for safekeeping.
2. Employees who suffer losses for themselves or others will be expected to bear those losses personally.
3. Employees shall be responsible for the safekeeping of 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 employee.

Approved: November 2023