

DE SOTO AREA SCHOOL DISTRICT

664

CASH/VALUABLES IN SCHOOL BUILDING

All personnel shall be held responsible for valuables left in their charge. At no time shall any employee leave money in temporary overnight storage. The Board of Education shall not be responsible for monies or personal valuables left in the schools, unless it is placed in the school vaults or deposited at the District Administrator's office and a receipt is given for same. All monies should be forwarded to the central office vault, when possible, or high school principal's office or building principal for safe keeping.

The Board will not be held responsible for individual articles which are lost, except through forced entry.

APPROVED: April 14, 2008
