

**South Umpqua
School District 19**

Code: **DM**
Adopted: 1/16/02
Revised/Readopted: 7/12/17
Orig. Code(s): DM

Cash in School/Loss by Theft

No employee shall leave money, valuables or keys lying in or on a desk or elsewhere about a school building where these items may be picked up by some person not entitled to their possession.

Employees who may receive or collect money or valuables from any source must either keep it on their person until they properly dispose of it or turn it over to the principal or authorized person for safekeeping, accepting a receipt for the same. Employees or others who suffer losses for themselves or others by failure to observe these requirements will be expected to bear such losses personally.

In case an employee should suffer a loss of money, keys or valuables by reason of violating this policy, he/she will not accuse, question or search any student in this connection until special permission for such procedure has been secured from the principal. The district will not be liable for theft or damage of any personal property belonging to a staff member.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)