

MONEY COLLECTION

All monies collected throughout the District must be turned into the District office as it is collected. Money shall not be kept in classrooms or various building offices past the end of the work day. In the event that a teacher or secretary is collecting money but has not yet collected all monies (for example, not all students have paid a field trip fee), the money collected must be turned into the District office to be kept in the safe. The money can be returned to the teacher or secretary for additional money to be added and or for counting purposes.

This rule is intended as protection for our employees as well as to mitigate the likelihood of break-ins and theft.

Approved: March 29, 2007