

Business and Non-Instructional Operations

Collection of Money From Students

Teachers must obtain the permission of the Building Principal before they collect money from students for any purpose. All money collected from students which is not to be deposited in the General Fund must be deposited in and disbursed from the Student Activity Fund in accordance with established procedures.

All money collected from students must be deposited in the Student Activity Fund as soon as possible.

Teachers shall not leave money in their rooms overnight nor take money collected from students home with them. Such money will be locked in the main office prior to its deposit.

At no time should teachers collect money from students and make disbursements through their personal checking accounts.