

224-AR CARE OF SCHOOL PROPERTY

Guidelines

- A. Occasionally students are faced with financial obligations owed to the school district. Reasons for these debts might be: lost or damaged books lent to that student, damage to school property, lunch money borrowed but not repaid, art and/or vocational projects completed but not paid for, and so forth.
- B. Elementary and secondary principals shall establish rules for safekeeping and accounting of textbooks, supplies and equipment and may charge the recovery cost of the item(s).
- C. Rather than allow these financial obligations to stand, it is the opinion of the administration that all legitimate debts must be paid.
- D. The following procedure will be followed:
 - 1. Either at the time when a debt is incurred or at the conclusion of each marking period when a list of students owing debts is compiled, the office of the building principal shall inform these students of the debts they owe to the school district. A period of ten (10) school days will be afforded that student in which to make restitution.
 - 2. If restitution is not made within the ten (10) school day period, a business letter from the principal's office of jurisdiction, signed by the principal, will be mailed to the parents and/or to the student informing them of the debt and affording them thirty (30) calendar days to make payment. This letter shall also inform them that should payment not be made in the allotted time, the financial obligation may be turned over to the District Justice's office on the 31st day of the debt for processing and collection, costs included. The obligation, including any student fees as well as the court costs, will be the obligation of the student and/or his/her parents/guardians. The school district reserves the right to waive the fee if the obligation is met before the matter is scheduled for disposition by the magistrate.
 - 3. All reports, forms, records, diplomas and working papers will be withheld from those students who have not met financial obligations. In addition, the school district, at the principals' discretion may bar students obligated from all school activities until the obligation is paid.

Established: 4/13/2011