

## **LOST OR DAMAGED SCHOOL PROPERTY AND MONEY DUE**

All students shall be notified of this procedure prior to its implementation and each school year thereafter.

Staff will maintain accurate records of all District property issued to students and amounts owed.

Charges for lost or damaged textbooks or other property will be based on the replacement cost of the book or other property to the District and the age and condition of the textbooks or other property at the time it was issued to the student.

When it becomes evident to the school administration that District property has been lost or damaged or that money is due the District, the school administration shall:

1. Notify the student of the lost or damaged item and the amount due to the school.
2. If the amount is not paid within 15 school days, a phone call by the school to the parent or guardian should be made and duly noted.
3. If the amount is still not paid within 15 school days, a letter notifying the parent or guardian shall be sent with notification that the student will not be permitted to participate in any co-curricular activities such as, but not limited to, athletics, intramurals, clubs, dances, not for credit band activities, and honors or graduation ceremonies and student parking until the amount is paid in full.
4. The school will refund all or part of the amount paid in the event the item is later found with consideration to its condition when finally returned.
5. The above process for money due the school lunch program shall be implemented by the nutrition service office with notification to the school if a letter notifying the parent or guardian needs to be sent with notification that the student will not be permitted to participate in any co-curricular activities such as, but not limited to, athletics, intramurals, clubs, dances, not for credit band activities, and honors or graduation ceremonies and student parking until the amount is paid in full.

Payments returned for non-sufficient funds checks will be assessed a fee of \$20.00 per item.

Checks will not continue to be accepted if non-sufficient funds checks and the assessed fee(s) have not been collected and the payment cleared by the bank. Payments can continue to be accepted via PaySchools online.

Fees outstanding as students change schools shall follow the student and participation in activities described in 3. above shall continue to be withheld. Disagreements between the school and parent or student shall be decided by the building principal or designee.

Administrative Procedure for Policy #5160

3/20/07

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