

LOST OR DAMAGED SCHOOL PROPERTY AND MONEY DUE

Each student/staff is obligated to assume responsibility for the care and safe keeping of District property, such as but not limited to textbooks, media center books, materials and fines for late returns, laptop computers, calculators, musical instruments, athletic equipment and uniforms, while assigned to the student's/staff use. Staff will maintain accurate records of all District property issued to students/staff and value thereof. To this end, a student/staff will be assessed charges for District property that is lost or damaged. Lost property is the non-return of the actual property which was issued to the student/staff. Charges for lost or damaged textbooks or other property will be based on the replacement cost to the District and the age and condition of the textbooks or other property at the time it was issued to the student/staff.

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/staff of the lost or damaged item and the amount due to the District.
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, honors or graduation ceremonies and student parking until the amount is paid in full.
4. The District 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.

The 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, honors or graduation ceremonies and student parking until the amount is paid in full. Each student is responsible for food bought and charged to their lunch account.

Checks returned for any reason by the bank will be assessed a fee of \$20.00 per item.

If restitution is not made on a check returned by the bank for any reason, the District will no longer accept checks from that individual until restitution has been made and payment has cleared the bank. If two returned checks are received from the same

individual, the District will no longer accept checks from that individual even if restitution has been made. Payments can continue to be accepted via RevTrak 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.

Guideline Adopted 08/16/05