

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 224
Section: STUDENTS
Title: CARE OF SCHOOL PROPERTY
Date Adopted: 8/25/10

R224 CARE OF SCHOOL PROPERTY

Rules Applicable to All District Property

Students and their parents/guardians will be held responsible for all loss of and damages, beyond reasonable wear and tear, to District property loaned to them for school purposes. Any property that is stolen while under the care of the student is also considered lost for the purposes of this policy.

A schedule of fines will be developed and promulgated for lost or damaged textbooks, supplies and equipment which may include the cost for replacement or repair.

“Equipment” as used in the Regulation means movable property which is incidental and necessary to conduct the educational program, and includes, but is not limited to desks; chairs; tables; portable physical education equipment; audio-visual equipment and science, homemaking, industrial art and business equipment; and instructional materials and electronic devices such as, but not limited to, laptop computers.

Prior to being issued equipment valued in excess of \$500.00 students and parents/guardians will be required to sign and return an “Acknowledgement and Responsibility Agreement Form” for the following: (see Special Rules for District-issued Laptops found on page 2 of this Administrative Regulation)

1. That they will safely care for and handle the equipment;
2. That they will be the only user of the equipment;
3. That the equipment is for school purposes only and may not be used for personal purposes;
4. That in the event of theft, extensive damage beyond normal wear and tear, or loss of the equipment, that the student may be responsible to incur the cost for replacement or repairs or have restrictions placed on their use of the equipment.

Failure to pay outstanding fines prior to the last student day of the school year may result in any or all of the following:

1. Loss of privilege to attend designated extracurricular activities such as proms;
2. Loss of privilege to participate in graduation ceremonies;
3. No distribution of a “suitable framing” diploma;
4. Report cards not mailed or given to students/parents/guardians without going through student record procedures; and
5. Original transcripts provided only directly to postsecondary schools and not to students/parents/guardians; copies of transcripts to students/parents/guardians only through student records procedure.

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The Building Principal is responsible for enforcement of this Policy and Regulation within his/her assigned building.

Special Rules for District-issued Laptop Computers

Students who are issued District Laptops and complete the “Agreement for Use of Laptop”, Version A or Version B, are not required to complete the “Acknowledgment and Responsibility Agreement Form.”

See Policy No. 137 “*District-Issued Laptops: Student Use, Rights and Responsibilities*” and accompanying regulation.