No. 224

A. W. BEATTIE CAREER CENTER SECTION: PUPILS

TITLE: CARE OF CAREER

CENTER PROPERTY

ADOPTED: May 27, 1999

**REVISED &** 

APPROVED: November 19, 2020

## 224. CARE OF CAREER CENTER PROPERTY

1. Purpose

The A.W. Beattie Career Center Joint Operating Committee (JOC) believes that the Career Center should help students learn to respect property and develop feelings of pride in community institutions.

2. Authority

The JOC charges each student attending the Career Center with the responsibility for the proper care of Career Center and instructor property, and the supplies and equipment entrusted to each student's use.

SC 1338

The Executive Director or designee will report to appropriate local authorities any student whose damage of related property is serious or chronic in nature. In no case shall referral to local authorities be made without notification to the student's parent/guardian.

SC 777

The JOC has the policy that students who willfully cause damage to Career Center property shall be subject to disciplinary and restitution measures. Additionally, students who steal Career Center property will be subject to disciplinary and restitution measures. Students and others who damage or deface Career Center property may be prosecuted and punished under law. Parent/guardian of student shall be held accountable for student's actions.

3. Delegation of Responsibility SC 801, 109 The Executive Director shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment, and a schedule of fines for lost or damaged textbooks, supplies and equipment.

The Executive Director shall submit a report on incidences of vandalism to the Joint Operating Committee. Additionally, reports of damage of related property which is serious or chronic in nature will be made to the Town of McCandless Police Department.

Vandalism reports shall include the number and kind of incident, cost to the Career Center, and related facts and comments the Executive Director deems necessary.

## 4. Guidelines Transfer papers, transcripts or grade reports shall not be issued for a student who has not paid all restitution due to the Career Center for lost or damaged items or assigned property not returned or satisfactorily accounted for. Vandalism/Stealing School Code 109, 777 801, 1338 Any member of the Career Center staff observing a student vandalizing or stealing Career Center or personal property, either inside or outside of the building, shall report such infractions to the building administrator. In cases of vandalism and stealing,

administrator with the student and his/her parent/guardian, and restitution will be made.

If restitution is not made in a reasonable period of time and/or damage of related property is serious or chronic in nature, local authorities shall be notified and the matter will be taken before the district magistrate. In addition to restitution being made, the student may be

parent/guardian shall be notified, a conference shall be scheduled by the building

subject to discipline under the Career Center's Code of Student Conduct.