LENAPE TECHNICAL SCHOOL

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: June 17, 2004

REVISED: February 19, 2015

224. CARE OF SCHOOL PROPERTY

1. Purpose	The Joint Operating Committee believes that the school should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Joint Operating Committee charges each student in the school with responsibility for the proper care of the school property, school supplies and equipment entrusted to his/her use.
SC 777 Pol. 218, 233	It is the policy of the Joint Operating Committee that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for the actions of the student.
SC 1338	The Joint Operating Committee may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. Damage does not include reasonable wear and tear. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.
3. Delegation of Responsibility SC 109, 801	The Administrative Director or appropriate personnel designated by the Administrative Director shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment. **Instructors should notify the office regarding textbooks, tools, equipment or supplies that are lost or damaged by a student, giving the name of the text, the condition and the date of purchase. The cost shall then be determined and the student will be charged accordingly.** **Notification of lost or damaged books, tools, equipment or supplies should be made prior to the student's last day of school. If payment is not made for the lost or damaged item, then the student shall not be permitted to receive his/her report card, and seniors shall ~~not~~ neither receive their certificates/diplomas nor participate in commencement ceremonies.**

	The Administrative Director shall submit a report on incidences of vandalism to the Joint Operating Committee on each occurrence. Vandalism reports shall include the number and kind of incident, cost to the school, and related information the Administrative Director deems necessary.
4. Guidelines	**<u>Use of Telephone</u>** **No student is to be called from class or study hall to the telephone. If the message is urgent, it shall be delivered immediately to the student.** School phones located in classroom and shops are not to be used by students except in case of an emergency or as approved by the instructor for educational purposes. **~~The~~ A phone in the front office is available for student use, but only as approved by the Assistant Director/Principal or the Assistant Director/Principal's designee.**
School Code 109, 777, 801, 1338 Joint Operating Committee Policy 218, 233	