Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Care of School Property**	**6.311**	**06/09/25**
		Rescinds:	Issued: **07/08/13**

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal/designee immediately after such damage or loss is discovered. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools/Designee shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.[1]

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent(s)/guardian(s) has paid for the damages.[2] If a student and/or his/her parent/guardian dispute the damages or the amount of damages, the Director of Schools/Designee shall meet with them to discuss the matter. Within five (5) days of the meeting, the Director of Schools/Designee shall notify the student and his/her parent/guardian of the final decision.

When the minor and parent/guardian are unable to pay for the damages, the Director of Schools/Designee may meet with the parent/guardian in an attempt to reach an agreement. Upon payment or completion of an agreement between the Director and a parent/guardian, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal References

1. TCA 37-10-101
2. TRR/MS 0520-01-02-.16(2)(b)

Cross References

Visitors to the School 1.501
Safety 3.201
Security 3.205
Community Use of School Facilities 3.206
Student Fees and Fines 6.709