

Director Procedure Number: DC103
Title: Care of School Property
Section: Students

Care of School Property

Rules Applicable to All School Property

Students and their parents/guardians will be held responsible for all loss of and damages, beyond reasonable wear and tear, to EASTERN 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 procedure means movable property which is incidental and necessary to conduct the educational program, and includes, but is not limited to desks, chairs, tables, audio-visual 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:

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 to be implemented by EASTERN or the participating school district:

1. Loss of privilege to attend designated extracurricular activities;
2. Loss of privilege to participate in graduation ceremonies;
3. No distribution of a “suitable framing” Certificate of Completion;
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.

The Supervisor of Career and Technical Education is responsible for enforcement of this procedure within the school.

Adopted: 6/19/13