

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: October 24, 2007

REVISED:

224. CARE OF SCHOOL PROPERTY	
1. Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.
SC 777 Pol. 218, 233	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 of students shall be held accountable for student actions.
SC 1338	The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.
3. Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy which include:
SC 801	<ol style="list-style-type: none"> 1. Rules for the safekeeping and accounting of textbooks, supplies and equipment. 2. Preparation of a schedule of fines for lost or damaged textbooks, supplies and equipment. <p>The Superintendent shall report to the Board on the incidence of vandalism.</p>
SC 109	Such report shall include the number and kind of incident, the cost of vandalism to the district, and such related facts and comments as the Superintendent may wish to make.

4. Guidelines	<p><u>Book Loss/Book Damage</u></p> <p>1. <u>Textbooks</u></p> <p>a. <u>Lost Book</u></p> <p>1) 100% current replacement charge for any lost books.</p> <p>b. <u>Damaged Books</u></p> <p>1) Damaged (beyond normal wear, but still usable) \$3.00.</p> <p>2) Destroyed (including, but not limited to pages torn out, cover removed, binding broken, sections unreadable) 100% current replacement cost.</p> <p>c. <u>Book Covers</u></p> <p>Book covers are optional; however, the actual cover of the book sustaining any damage beyond normal wear will be assessed fines as outlined in above section, "Damaged Books."</p> <p>2. <u>Paperback Books</u></p> <p>a. <u>Lost Paperback</u></p> <p>1) 100% current replacement charge for any lost paperback.</p> <p>b. <u>Damaged Paperback</u></p> <p>1) Damaged (beyond normal wear, but still usable) \$2.00.</p> <p>2) Destroyed (including, but not limited to pages torn, cover removed, binding broken, sections unreadable) 100% current replacement cost.</p> <p>All books (new) will be stamped and numbered prior to distribution, by department chairpersons. All book numbers and condition will be recorded at time of distribution to students.</p> <p>All fines for lost books will be levied and collected at time of occurrence. Students will be given a receipt for all fines collected and fines will be recorded next to the book number. All fine monies will be turned over to the department chairperson or representative.</p>
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<p>School Code 109, 777, 801, 1338</p> <p>Board Policy 218, 233</p>	<p>At the end of each year, teachers will collect all books, issue fines as appropriate, and account for all books.</p> <p>A list of all uncollected fines will be submitted to the assistant principal at the end of each marking period, semester and/or school year.</p> <p>The department chairpersons/representatives will reconcile all book inventories with monies collected for lost books. Department chairpersons/representatives shall deposit all fines collected for lost and/or damaged books with the assistant principal for transfer to the general fund on appropriate form for accounting.</p> <p><u>Enforcement</u></p> <p>At the end of each marking period, the assistant principal shall review all outstanding book fines and impose the following sanctions to students with outstanding fines:</p> <ol style="list-style-type: none">1. Withholding of report card.2. Removal from extracurricular activities.3. No student may participate in commencement or be issued a diploma without meeting their financial obligations. <p>At the beginning of each school year, the assistant principal will review all outstanding book fines and impose the sanctions as outlined above.</p>
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