

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

224-AR-0. LOSS/DAMAGE/REPLACEMENT OF DISTRICT MATERIALS

Books, materials, supplies, equipment and furniture used by students are the property of the district.

Teachers will instruct students about their responsibility to take pride in the school and to take proper care of books, materials, supplies and furnishings.

Students are fully responsible for loss and damage of school and district property. Students who willfully cause loss or damage to school or district property will be subject to disciplinary measures in accordance with the applicable Code of Student Conduct. The costs of repair and/or replacement of books, materials, supplies, equipment and furniture caused by damage or loss will be charged to the responsible student.

The building principal will determine the required cost of repair or replacement. The charge will be based on the extent of damage or loss and will be commensurate with the value of the object. Value will be determined by the remaining life of the object and its replacement or repair cost.

The building principal will notify in writing the parents/guardians of a student who is assessed a cost for loss or damage to school or district property. The notice will inform the parents/guardians that the debt must be paid within ten (10) school days, unless the circumstance or amount of the charge is extraordinary.

If restitution is not made within the ten (10) school day period, the building principal will notify the parents/guardians that payment of the debt is past due and will allow them an additional thirty (30) calendar days to make payment. If the debt is not paid within the thirty (30) calendar days, the principal will immediately refer the financial obligation to the local magistrate's office for processing and collection, with those costs added to the original debt.

The principal may waive all or a portion of a debt if s/he determines any of the following conditions are met:

1. The student or parents/guardians are financially unable to pay the debt.
2. The cost to notify the parents/guardians and/or refer the financial obligation to the local magistrate would cost more than the debt to be collected.
3. Mitigating circumstances preclude collection of the debt.