

**(SCHOOL DISTRICT)
MEMORANDUM**

TO: All Principals
FROM: (Designated District Personnel)
SUBJECT: Policy and Procedure – Lost Book/Property and Money Due
DATE: (Date)

On (Date), the Board of Education approved the subject policy based on requests from primarily high school principals. In the past, the high schools withheld report cards and student schedules until past amounts due from lost books or other school property were paid. We are required to stop this practice because it was not permissible by the school code.

However, schools still need a way to collect lost books, etc. After meeting with high school principals, it was agreed that students would be withheld from ALL extra curricular activities if such fees are not paid. However, prior to implementation we had to develop a policy and procedure (see attached).

The policy itself is very straightforward stating that students must assume responsibility for school property that is assigned to them such as, but not limited to, textbooks, library books, laptops, musical instruments and athletic equipment and all uniforms. This policy also applies to school lunches that are bought without money on account.

The procedure sets forth how a school proceeds when money is due. Schools must notify all students of this new procedure. I suggest that an article be placed in your school newsletter to parents and that parents are asked to share the information with their child. I also think an article in the student newspaper will be helpful.

Second, you must maintain accurate records of school property issued to students. Charges for lost or damaged equipment/books must be based upon the age and condition of the property when issued. For instance, you will not usually be able to charge full replacement cost unless the book/equipment was issued new.

Once you determine that equipment/book/money is due, you must:

1. Notify the student of the item and amount due. Please keep written notes of who spoke to the student, the date and time and student's response.
2. If the amount is not paid within 15 school days, a phone call to the parent needs to be made and documented as well.
3. If the amount is still not paid within another 15 school days, a letter is required to be sent to the parent that the student will NOT be permitted to participate in ANY co-curricular activities. This includes, but is not limited to, athletics, intramurals, clubs, dances, not for credit band activities, and honors or graduation ceremonies and student parking until the amount is paid in full.

Nutrition Services are responsible for implementing the same above procedure if money is due from their program. However, it is the school's responsibility to keep the student from the co-curricular activities. There is no way Nutrition Services could do this.

Fees due from one level to the next (elementary to middle and middle to high school) will follow the student and participation from activities withheld.

Please implement this policy and procedure immediately. It is important that the district staff uniformly enforce the provisions of the policy and procedures to be fair to all students.

If you have questions, please feel free to phone me.

cc: (Designated School Personnel)
Subject file
Correspondence file

LOST OR DAMAGED SCHOOL PROPERTY AND MONEY DUE

The student is obligated to assume the responsibility for the care and safe keeping of school property such as, but not limited to, textbooks, library books, laptop computers, calculators, musical instruments and athletic equipment and uniforms, while assigned to the student's use. To this end, the student will be assessed charges for school property that is lost or damaged. Lost property is deemed as the non-return of the actual property which was issued to the student. The student is also obligated to assume responsibility for food bought and charged to their lunch account when money is not available in the account as well as media center fines for late books or items. The Superintendent shall develop procedures for the implementation of this policy.

Guidelines

All students shall be notified of this procedure prior to its implementation and each school year thereafter.

Staff will maintain accurate records of all school property issued to students and amounts owed.

Charges for lost or damaged textbooks or other property will be based on the replacement cost of the book or other property to the school district and the age and condition of the textbooks or other property at the time it was issued to the student.

When it becomes evident to the school administration that school property has been lost or damaged, or that money is due the district, the school administration shall:

1. Notify the student of the lost or damaged item and the amount due to the school.
2. If the amount is not paid within 15 school days, a phone call by the school to the parent or guardian shall be made and duly noted.
3. If the amount is still not paid within 15 school days, a letter notifying the parent or guardian shall be sent with notification that the student will not be permitted to participate in any co-curricular activities such as, but not limited to, athletics, intramurals, clubs, dances, not for credit band activities, and honors or graduation ceremonies and student parking until the amount is paid in full.
4. The school will refund all or part of the amount paid in the event the item is later found with consideration to its condition when finally returned.
5. The above process for money due the school lunch program shall be implemented by the nutrition service office with notification to the school if a letter notifying the parent or guardian needs to be sent with notification that the student will not be permitted to participate in any co-curricular activities such as, but not limited to, athletics, intramurals, clubs, dances, not for credit band activities, and honors or graduation ceremonies and student parking until the amount is paid in full.

Fees outstanding as students change schools shall follow the student and participation in activities described in 3. above shall continue to be withheld. Disagreements between the school and parent, or student shall be decided by the building principal, or designee.

NOTICE TO PARENT/GUARDIAN

(Date)

(Parent/Guardian)
(Street Address)
(City, State, Zip Code)

Dear:

This notice is being sent to you in accordance with (School District) Board Policy on Lost or Damaged School Property and Money Due.

_____ owes \$_____ for the following:
Student Name

In accordance with school district policy and procedures, this written notice is being sent to you to let you know that _____ will not be able to participate in any co-curricular activities until the amount is paid in full. This includes, but is not limited to, athletics, intramurals, clubs, dances, not for credit band activities, honors or graduation ceremonies, and student parking.

We regret to have to take this action. However, prior to this notice being issued, your child was notified of the above missing item(s) and/or amount due. We also phoned the parent or guardian about the missing item(s) and/or amount due and gave you fifteen (15) days to pay the amount due.

Please remit the amount due by money order. This will reinstate your child to the above activities.

Sincerely,

(Designated School District Personnel)

cc: Student file
Subject file
Correspondence file