POLICY

224 Care of School Property

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Purpose

The Board believes that students should learn to respect public property and properly care for school buildings, grounds, technology, instructional materials, supplies and equipment. The district will promote responsible use of school property while applying fair and consistent procedures when property is lost, damaged, destroyed or defaced.

Definitions

For purposes of this policy, school property includes district-owned, leased or controlled buildings, grounds, vehicles, technology, instructional materials, supplies, equipment and other tangible or digital resources entrusted to a student or made available for student use.

Damage includes destruction, defacement, alteration, misuse or other impairment of school property beyond ordinary wear resulting from authorized use.

Authority

The Board charges each student with responsibility for the proper care and authorized use of school property entrusted to the student or made available for the student's use.

A student who intentionally, recklessly or through prohibited misuse damages, destroys, defaces, loses or fails to return school property may be subject to disciplinary action, restitution and other consequences authorized by law and Board policy. The district may seek reimbursement from a student or parent/guardian to the extent permitted by law. Ordinary wear resulting from authorized use shall not be treated as damage under this policy.

The district may report serious, repeated or potentially criminal damage to appropriate law enforcement or juvenile authorities in accordance with applicable law, the district memorandum of understanding with law enforcement and Board policy. The student's parent/guardian shall be notified before a referral is made, unless notification is prohibited by law or would compromise an immediate safety or law-enforcement response.

Before restitution, discipline or referral is imposed, the student shall be informed of the concern and given an opportunity to provide relevant information. The district shall consider the available evidence, the nature of the conduct, the condition and age of the property, and whether the loss or damage resulted from ordinary wear,

accident, negligence, intentional conduct or prohibited misuse.

In determining appropriate corrective action or restitution, the district shall consider the student's age, developmental level, prior history, intent, and ability to understand and follow expectations related to the use of school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall comply with applicable state and federal laws, regulations and Board policies.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy, including:

1. Procedures for issuing, inventorying, safeguarding, returning and accounting for textbooks, technology, supplies and equipment.

2. A schedule or method for determining charges for lost, destroyed or damaged property, including consideration of age, condition, repair cost, replacement cost and ordinary wear.

3. Notice, review and appeal procedures for disputed charges.

4. Procedures for documenting significant incidents, restitution, referrals and disposition of recovered property.

The Superintendent or designee shall report significant incidents of vandalism to the Board in a manner and frequency determined appropriate based on the seriousness, cost, operational impact or public-safety implications of the incident. Reports shall protect confidential student information and may include the nature of the incident, estimated cost, operational impact and corrective action.

CENTRAL BUCKS SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

COMMENCED:

REVISED:

ADMINISTRATIVE REGULATION FOR POLICY 224
CARE OF SCHOOL PROPERTY

Purpose

This administrative regulation establishes consistent procedures for issuing, safeguarding, reporting, reviewing, charging for and returning school property entrusted to students.

Student and Family Responsibilities

- Use school property only for authorized educational or school-related purposes.
- Exercise reasonable care and follow staff directions, manufacturer guidance and applicable district rules.
- Keep assigned property secure and not lend, transfer, alter or permit another person to use it unless authorized.
- Promptly report loss, theft, malfunction or damage to a teacher, administrator or other designated employee.
- Return assigned property by the established deadline and in substantially the same condition in which it was issued, except for ordinary wear.

Issuance and Inventory

- Schools shall maintain reasonable records of property assigned to individual students when accountability is necessary.
- At issuance, the district may document identifying information, condition and included accessories.
- Students and parents/guardians shall receive notice of applicable care expectations, return deadlines and potential financial responsibility.
- When practicable, a student should report accurately documented pre-existing damage promptly after issuance.

Reporting Loss, Theft or Damage

1. The student or parent/guardian shall notify the school promptly after discovering loss, theft or damage.
2. The employee receiving the report shall document the date, item, circumstances and known condition.
3. The building administrator or designee may request relevant information and inspect the item.
4. Suspected theft, intentional damage or a safety hazard shall be referred promptly to the building principal or designee.

Administrative Review

The administrator or designee shall review reasonably available information before determining responsibility. The student shall be informed of the concern and given an opportunity to explain the circumstances. The review should distinguish ordinary wear, manufacturing defect or accidental damage from negligence, prohibited misuse, intentional damage, theft or failure to return property.

When technology is involved, the administrator may consult Information Technology staff regarding device condition, repair feasibility, usage records and warranty coverage, consistent with applicable privacy requirements and Board policy.

Determining Charges

- No charge shall be assessed for ordinary wear resulting from authorized use.
- Charges should reflect the district's actual and reasonable loss and may consider repair cost, replacement cost, age, condition, depreciation, warranty or insurance coverage, and missing accessories.
- A standard fee schedule may be used when it reasonably reflects district cost and is reviewed periodically.
- The district shall not impose duplicate recovery for the same loss.
- Financial hardship shall not eliminate accountability but may be addressed through payment arrangements, approved alternatives or other measures authorized by the Superintendent or designee.

Notice and Review of Charges

1. The parent/guardian shall receive written notice identifying the property, basis for responsibility, amount charged and return or payment instructions.
2. A parent/guardian may request administrative review within ten (10) school days of the notice unless additional time is approved for good cause.
3. The building principal or designee shall review the available information and provide a written determination.
4. A further appeal may be submitted to the Superintendent or designee within ten (10) school days of the building-level determination. The Superintendent or designee's decision shall be final.

Restitution and School Participation

The district may pursue restitution or other lawful collection measures. Students shall not be excluded from required instruction or denied access to educational records in a manner inconsistent with law. Any restriction involving optional privileges, activities or future property issuance must be authorized by Board policy, applied consistently and account for student access to required educational programming.

Discipline and Referral

Consistent with Policy 218 and the Code of Student Conduct, restitution may be imposed in addition to appropriate disciplinary consequences.
Serious, repeated or potentially criminal conduct may be referred to law enforcement or juvenile authorities in accordance with applicable law, Policy 805.1 and the district memorandum of understanding with law enforcement. Parent/guardian notification shall occur as required by Policy 224.

For a student with a disability, including a student for whom an evaluation is pending, all applicable procedural protections shall be observed.

Recovered Property and Refunds

If property is recovered after payment, the district shall determine whether a refund or adjustment is appropriate based on the condition of the recovered item and the district's actual remaining loss. Any refund shall follow district financial procedures.

Documentation and Board Reporting

The school or appropriate district facilities administrator shall maintain records sufficient to support inventory control, disputed charges, restitution and required reporting. Significant vandalism incidents shall be reported to the Superintendent or designee for determination of appropriate Board notification. Student-identifying information shall remain confidential except as permitted by law.