



INSTRUCTION

6161.2

Proper Care of School Property

1. All books, instructional materials and supplies required by the school shall be provided free to students except that materials used for special individual projects (as in Technology Education, Home Economics, Art) shall be paid for by the pupils.
2. The teacher is responsible for the proper care of all books and other school property committed to his/her charge and shall assist in keeping an inventory thereof and shall report immediately any damage thereto. (From teachers' job description).
3. The principal shall be responsible for the maintenance of a complete inventory of all school materials in the building. The principal has the responsibility of assuring that students properly pay for lost or damaged school property.
4. Students shall take proper care of all school materials issued to them. Any damage due to misuse or negligence is the responsibility of the student to whom the material was issued. Any materials not returned at the end of the year, whether lost or stolen, must be paid for by the student. The student will pay for all damaged materials.
5. Students will not abuse the school grounds or buildings. The students and their parents will be held financially responsible for obvious violations. Policy 5140 and its Procedures further address this subject.
6. Student grades, transcripts or report cards will not be issued until all bills for damaged or lost school property are paid. This withholding will continue from year to year, and will apply to transfer from school to school until all obligations are paid.

Policy Adopted: 5/18/82
Revised: 11/18/91