

Adopted: 5/6/1980
Revised: --

Saint Paul Public Schools Procedure

506.02

506.02 STUDENTS/DISCIPLINE/LOST AND DAMAGED PROPERTY

School Property Issued To A Student

District employees shall keep a written record of any textbooks, instructional equipment or other items of school property issued to a student.

Once school property is issued, its care becomes the responsibility of the student who has received it. Students will sign materials out. A district employee will record items returned by the student.

School personnel will make reasonable efforts to assist students to secure items of school and personal property in the students' possession while at school; such efforts shall include marking materials in an identifiable manner and providing for storing and security equipment such as musical instruments and athletic equipment.

Secondary students will be assigned hall and physical education lockers at school sites where lockers are available.

School Property Damaged By A Student

The principal in each school shall keep a written record of any damage a student does to school property.

Compensation For Lost And Damaged School Property

If a student damages school property, fails to return an item of school property at the appointed time or returns an item in damaged condition, the principal shall determine the cost of repair or replacement of the item less depreciation for ordinary wear and tear and shall notify the student and his or her parents or guardian in writing of the amount of compensation they will be required to pay the district for lost or damaged property.

In the event that (a) the student or his/her parents or guardian fail to return or to pay or to make arrangements with the principal to pay for lost or damaged school property within thirty days after receiving written notice, and (b) the district's loss exceeds \$100, the principal shall report this loss to the appropriate assistant superintendent and the Board's attorney.

The Superintendency may, with the advice and counsel of the Board's attorney, seek a remedy for such loss.

CROSS REFERENCE: Rights and Responsibilities: A Student Behavior Handbook for Elementary and Secondary Schools

LEGAL REFERENCES: