

**BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual**

Section: PUPILS
Title: CARE OF SCHOOL PROPERTY
Date Adopted: 17 August 2981
Date Last Revised: 16 March 2015

224. CARE OF SCHOOL PROPERTY

- .1 The Board believes that the schools should help students learn to respect property, and develop feelings of pride in community institutions.
- .2 The Board charges each student in the schools of this district with responsibility for the proper care of school property, and the school supplies and equipment entrusted to his/her use.
- .3 Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.
- .4 The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.
- .5 Procedures to implement this policy include the following:
 - .51 Only one textbook will be issued to a student per course or activity per school year or otherwise with approval of the Building Principal.
 - .52 Books assigned to students indicating the year of purchase plus an individual book number and shall be recorded in the school office by the school administration.
 - .53 Specific textbooks such as elementary math will be the primary responsibility of the assigned supervisor of that particular area to oversee the distribution and maintenance of such textbooks.
 - .54 The life span of a textbook used in the district when bought new will be seven years. When a student loses a book or damage occurs to the point

that the book cannot be further used, its life will be pro-rated on the basis of 1/7 the total cost per year. An example would be that a book lost or damaged costing \$14.00 after two years of use would require payment of \$10.00 for replacement.

- .55 Damage to textbooks such as markings and defacing will be determined by the teacher, or administrator, of the subject or course, in which the textbook is being used.
- .56 The assessment of book damage shall occur on or before the last week of school and notification given to the student of the damage in writing.
- .57 Workbooks that are lost or destroyed shall be replaced at full value of the cost to the district before books will be issued to the students.
- .58 Usage and storage of workbooks will be determined by the Building Principal and/or supervisor in charge of the subject or activity.
- .59 The procedures (see policy 252 B) also outline consequences for student misuse of district issued devices in relation to District-issued equipment and electronic devices.