

## **Procedures for Damage to District Property**

If restitution is not paid by the student or parent within a reasonable period of time, the following procedure will be used:

1. Any building administrator who becomes aware of damage to school property caused by a student or others shall prepare a written statement to the Superintendent outlining the extent of damage and the estimate of cost to repair.
2. Whenever the Superintendent believes that substantial damage to any district property has been caused by a student, the Superintendent will order an investigation into (1) the general character of the damage, (2) the dollar amount of the damage, (3) the student believed responsible for the damage, and (4) the custodial parent(s) and their address(es).
3. The Superintendent will then send a Notice of Proposed Damage Assessment to the student and the student's custodial parent(s). If the custodial parents wish to appeal the assessment, the Superintendent will notify them of the date at which the Board will consider the appeal concerning the claim of damage notice must be mailed at least 10 days prior to the Board meeting by certified mail, return receipt requested to the address listed on school records for the student and the parent.
4. If there is no objection to the proposed assessment, the proposed assessment shall become final and shall be reported to the Board. If an appeal is received, the Board shall consider all evidence and information available and shall make its findings as to the responsible student and the amount of any damage and set such findings forth in the minutes of the meeting. That amount shall be assessed against the responsible student and the custodial parent(s).
5. Upon finalization of the assessment, as described in #4 and #5 above, the Superintendent shall make a demand for payment upon the student and custodial parent(s). If the payment is not made within 10 days thereafter, the Superintendent is authorized to take legal action in the name of the district for the collection of the amount.
6. The district will withhold grade reports, diplomas or records until the student, parent, or guardian has paid the amount owed. Grade reports or records will not be withheld if the records are needed by another district for proper placement of a transferring student.