

SCHOOL FACILITIESCare of School Property

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

- A. Damage of any nature to school property shall be reported to the school principal.
- B. A Damage or Loss Report shall be submitted to the superintendent. In the event of a break-in, whether damage is noted or not, the superintendent shall report the occurrence to a law enforcement agency. Care shall be taken to avoid damaging prints or any other evidence that may be associated with the break-in.
- C. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
- D. Repair or replacement costs for damage shall be estimated by the maintenance department on a work request form.
- E. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
- F. The business office upon receipt of the damage or loss report shall bill the student's parent for the repair or replacement costs.
- G. Copies of the parent notification along with estimate of damages shall be sent to the superintendent.
- H. The superintendent will review any appeal made by the student and/or parent.
- I. The student and/or parent shall be advised that they may appeal the decision of the superintendent at the next regular meeting of the board of directors. (See Policy 3520)

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RCW 28A.635.060 provides districts with a method for collecting damages from a student who loses or willfully damages school property. School districts may withhold a student's grades, transcript or diploma until restitution is made. In the event the student or his/her parents are unable to pay, the district shall provide the opportunity to make such restitution through a voluntary work program. A student must be afforded the opportunity for a hearing by a third party (superintendent's office). In the event this decision is not satisfactory, the problem may be appealed to the board, whose decision shall be final. The school should provide written notice to the student and his/her parents indicating the nature of the damages, how restitution is to be made, and how an appeal may be instituted.