

**SCHOOL DISTRICT OF SPRINGFIELD  
TOWNSHIP  
ADMINISTRATIVE RULE--224**

**CARE OF SCHOOL PROPERTY**

Conduct

Each student in the Springfield Township Schools has the responsibility for the proper care, custody, and control of school textbooks and other instructional materials, athletic equipment and other property entrusted to him or her by the schools.

Each student shall exhibit the proper respect for all school property, buildings, grounds, computers, software, books, and shall not deface, mar, or otherwise damage any such property. Individuals in violation of this prohibition shall be subject to disciplinary action outlined in the Student Handbook.

The principal shall report to the Superintendent any incidence of property damage, destruction or defacing. S/He shall take proper steps to collect the money for damages.

Students and parents shall be informed by the principal of any obligations incurred under Policy 224.

If after two (2) written notifications the obligation has not been satisfied, a proceeding with the local magistrate will be instituted to recover the costs. Costs shall include the obligation and court costs.

Lost Library Books

The librarian shall establish fines for lost books and other instructional materials, and shall publish and post such fines in a conspicuous place in the library facilities.

Lost Textbooks and Other Instructional Materials

Lost textbooks and instructional materials should be reported to the Assistant Principal. Students shall have an appropriate period of time to locate the lost textbook(s) and/or materials. Replacement costs shall be determined by the Assistant Principal in consultation with the Business Administrator. The student must pay the amount indicated for the lost material(s) before the end of the school year or grades may not be reported. Money collected from the student shall be deposited into the school General Fund. Such amounts paid shall be refunded to the student, if the lost material(s) are returned to the school in reasonably good condition.

## Supplies or Equipment

Supplies or equipment which are to be used by a student for any purpose other than school related activities must be approved for use by the principal or designee.

Defacement of school property such as school buses, computers, doors, walls, desks, bulletin boards, etc. is prohibited. Violators will be subject to disciplinary action outlined in the Student Code of Conduct.

Students and parents/guardians shall be informed by the school principal of any obligation incurred under this policy in writing.

Parents/guardians may be subject to the payment of replacement costs or repair costs associated with recovering the item in question to its original condition or use.

If after two (2) written notifications of the obligation has not been satisfied, a proceeding with the local magistrate will be instituted to recover the costs. Costs shall include the obligation and court costs.