

POLICY NO. 5104
Adopted: 10-8-86

ISSUANCE OF SCHOOL PROPERTY

POLICY:

It shall be the policy of the Lake Stevens School District to make certain types of equipment, learning materials, and property available for student use. In the development of such a policy, the District philosophy is to foster a sense of responsibility on behalf of the staff, parents, and student users in issuance, maintenance, and return of equipment, learning materials, and property. The following procedures have been established to ensure proper issuance and appropriate care, use, and return of equipment, learning materials, and property.

ISSUANCE OF SCHOOL PROPERTY

PROCEDURES:

1. Definitions

“School Property.” School equipment, learning materials, and property (hereinafter referred to as property) is defined as those items purchased by either the District or the Associated Student Body or items which have been received by donation accepted by the Board and that are issued to students. Examples of such items include textbooks, library books, athletic uniforms and equipment, items for fund raising, and music instruments.

“Appropriate Restitution.” Appropriate restitution shall mean that students and parents have recognized the fine and have agreed to make financial arrangements for paying for the property.

“Signifying Symbol.” A mark placed on purchased property which clearly identified that the property has been purchased. The symbol will change annually.

2. Recognition of Responsibility Statement

Upon enrollment, students and parents shall sign a “Statement of Responsibility” (Form 5104F-1) that recognizes their responsibility in caring for and returning any school property that is issued to them during their enrollment in the district. This statement will be included in the enrollment informational packet and will be processed by the school secretary or registrar.

3. Check Out Procedures

All staff members will perform the following check out procedures in issuance of school property:

- 3.1 Inform the students of the Responsibility Statement that they signed upon enrolling;
- 3.2 Record the issuance of property by identification symbols such as numbers, letters, or other markings;

- 3.3 Record the condition of the property upon issuance;
- 3.4 Inform students of approximate return date;
- 3.5 Issue specific instructions for care of such property; and
- 3.6 Have student sign the recording form.

4. Return Procedure

At the end of the loan period, all property shall be returned to the District.

- 4.1 Property shall be inspected for condition upon return. Students returning property in damaged condition shall be assessed a fine as defined in Section 6. A master sheet noting receipt of returned property shall be kept.
- 4.2 Employees responsible for issuance and collection of property shall first make an attempt to recover missing property. If property is not recovered within one week after the return date, a list of students delineating property not returned and/or returned in damaged condition shall be developed and sent to the office for processing.
- 4.3 If lost and paid for property is returned within six calendar months, an appropriate refund shall be made.

5. Student Purchase

Students authorized to purchase school property and/or to purchase property in lieu of issuance will have all such property clearly identified as purchased with a signifying symbol. This will occur on an annual basis.

6. Fine Assessment

- 6.1 Fine assessment for property returned in a damaged condition will be determined by evaluation of the condition of the property when issued and returned. Determination will be made by the school employee processing property in the office.
- 6.2 Property not returned will be assessed at the following rate:
 - 6.2.1 All school property other than textbooks will be assessed at replacement value.
 - 6.2.2 All textbooks will be assessed on a five-year depreciation and which in no case will be lower than 60% of the replacement value.
 - 1st year – full price (list, plus tax)
 - 2nd year – 90%
 - 3rd year – 80%

4th year – 70%
5th year – 60%

7. Failure to Pay Fine or Return Property

- 7.1 All parents will be notified in writing of any fines levied for damage or failure to return property.
- 7.2 Failure to pay fines or return property at the beginning of a semester or the beginning of a new sport season will result in corrective actions for misconduct as outlined in Policy Nos. 5100.1 and 5100.2 unless appropriate restitutions made.
- 7.3 Students who have not made appropriate restitution outlined in 7.2 shall have their grades, diploma, and transcripts withheld until such restitution is made.

Legal References:

RCW 28A.887.102
Policy No. 5100
Policy No. 5100.1
Policy No. 5100.2
Policy No. 5105

