

No. 3290  
SECTION: BUSINESS  
TITLE: FINANCIAL OBLIGATIONS: LOST OR  
DAMAGED MATERIALS

ADOPTED: 6/19/79  
READOPTED: 6/15/09;6/20/13;1/29/14;  
11/15/16;6/18/19  
REVISED: 4/27/99;4/18/05

## OXFORD AREA SCHOOL DISTRICT

- A. The policy of the Oxford Area Board of School Directors is to hold all students responsible for the school district property issued to them or which they may use.
- B. Students must use and care for school district property in a responsible manner. Failure to do so results in the student incurring a financial obligation.
- C. A student incurs a financial obligation when he or she:
  - 1. Borrows money for a district service, such as buying lunch.
  - 2. Loses school district material, equipment or property.
  - 3. Neglectfully damages school district material, equipment or property.
  - 4. Willfully damages school district material, equipment or property.
  - 5. Steals (conveying) school district material, equipment or property.
- D. Failure to meet financial obligations incurred may result in actions being taken by the principal.
- E. The Superintendent of Schools shall develop administrative procedures to implement this policy.

OXFORD AREA SCHOOL DISTRICT  
NO. 3290 FINANCIAL OBLIGATIONS: LOST OR DAMAGED MATERIALS

ADMINISTRATIVE PROCEDURES

A. General

When a financial obligation is incurred in accordance with school district policy 3290, parents should be promptly notified. The first family contact by the principals should be through the student who has incurred the obligation. If this notice does not bring results in a reasonable time, the principal will then telephone the home, send mail requests or visit the home as appropriate, to assure that parents are aware of an incurred financial obligation.

Principals must assure individual liability is established in all cases of lost or damaged property so that actions that are taken such as withholding a diploma at graduation can be supported.

B. Principals are authorized to use any or all of the following options in order to assure that students pay incurred obligations:

1. The withholding of report cards.
2. Denial of participation in an extracurricular activity or other special event.
3. Withholding the forwarding of official school records to another school district.
4. Withholding the high school diploma.
5. Contacting parents.
6. Suspension and/or expulsion from school.

C. Financial obligations which are incurred in one school but are not paid before the student is promoted to another school shall be forwarded in writing to the principal of the next school. This principal then will collect the amount due.

D. Should a principal of a school have an obligation remaining, for instance from grade four to five, it shall be the responsibility of the principal to continue to exert efforts to collect that fine or obligation in the next school year.

E. The principal may establish procedures for students to make installment payments on a time schedule. The principal may excuse a student from paying all or part of the financial obligations should there be just reason that the student is unable to pay.

F. Library Fines

1. The total amount of a library fine charged for overdue or lost library books shall not exceed the replacement cost for the book.
2. Material shall not be checked out of the library for continuing violators. The continuing violators may use materials in the library, however.

G. Students who borrow lunch money shall compensate the district for these funds in the same manner that they would for any other district obligation.

H. This administrative procedure addresses itself only to official obligations concerning school district property. Financial obligations concerning class dues, project money, damaged personal property or similar items are to be considered between the parties. The school district is not involved in private transactions.

I. Principals must use discretion in charging students for materials. There is clearly a difference between the accidental breaking of equipment or material and the negligent malicious breaking.

J. All monies collected for financial obligations, including all fines, shall be forwarded to the business office for appropriate disposition.

Policy 3290  
Adopted: 6/19/79  
Readopted: 6/15/09;6/20/13;1/29/14;11/15/16;6/18/19  
Revised: 4/27/99;4/18/05