

St. Odilia School Policy and Information Manual

5144.5 Care of School Property

1.0 Policy Statement

- 1.1 The following guidelines have been set forth to ensure that all students and parents/guardians are aware of the steps to be taken when items owned by St. Odilia School become damaged or loss.

2.0 Definitions

- 2.1 Intentionally Left Blank

3.0 Procedure

- 3.1 The parent/guardian must submit a request for repair or replacement to the St. Odilia School office when a student damages or loses an item owned by the school.
- 3.2 CARELESS BEHAVIOR
 - 3.2.1 The Principal or another staff member will determine whether damage or loss was due to careless behavior.
 - 3.2.2 The Principal reserves the right to request restitution from the involved parties.
 - 3.2.3 In cases of careless behavior, the Principal will discuss a course of action, with all parties involved, to ensure that the act does not reoccur.
- 3.3 VANDALISM
 - 3.3.1 In the case of vandalism, the act(s) and person(s) involved will be reported to the Principal and restitution must be arranged by all involved parties.
 - 3.3.2 The decision to report the act(s) of vandalism to the police will be made by the Principal and will be based on the severity of the act(s).