

Policy for Lost and Damaged School Property

Lost/Damaged Books, Materials, and School Property

The parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of LdVCS or its employees shall be liable for all damages caused by the minor up to \$10,000. LdVCS property includes buildings and grounds, as well as textbooks, library books, computers, materials, physical education apparatus, and sports equipment. A parent or guardian is liable to LdVCS for all LdVCS property loaned to a minor and not returned upon demand. LdVCS administration, teachers, and staff will be discussing the meaning of this responsibility with all students. We need your help in making sure that LdVCS property is kept in good condition and that loaned items are returned to school upon demand. The parent or guardian will be expected to pay the replacement or repair cost for any lost or damaged LdVCS property within two weeks upon notification.

Withholding of Records

When school property has been willfully damaged or not returned upon demand, LdVCS shall first notify the student's parent/guardian in writing. If reparation is not made, LdVCS may undertake procedures to withhold the student's grades, report card, and promotion certificate from the student until reparation is made.

Damaged Library Books

- If you damage a library book, let the teacher know as soon as possible.
- Please **DO NOT** repair the book yourself. Let the school staff repair the book.
- If the book is damaged beyond repair, the parent or guardian will have to pay for the book within one month of its due date.
- If a student damages a library book, the student's borrowing privileges may be limited. The student might also be charged a fine.
- Payments need to be made with cash.

Lost Library Books

- If a student loses a library book, let the teacher know as soon as possible.
- The LdVCS staff will try to help the student find the book.
- If the book cannot be found within two weeks of its due date, the parent or guardian will have to pay for the book within one month of its due date.
- If a student loses a library book, the student's borrowing privileges may be limited.
- Payments need to be made with cash.

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