

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33

**RESTITUTION BY STUDENTS FOR DISTRICT PROPERTY WHICH HAS
BEEN LOST, STOLEN, DAMAGED OR DESTROYED**

It shall be the policy in M.S.A.D. NO. 33 to collect the replacement cost of any District property which is lost, stolen, damaged or destroyed by a student(s).

Students will be charged for any item which is stolen or willfully destroyed and/or damage and breakage which results from carelessness, neglect, or misconduct.

The District will not seek restitution for normal wear or for accidental damage or breakage.

The policy will be administered in the following manner:

1. Teachers or other District employees will report any lost, stolen, damaged or destroyed items to the principal's office and the name of the student(s) responsible if known within five (5) working days of the time the incident occurred or was first discovered. Written reports are to be signed by the student(s) and in all cases the student(s) is to be informed prior to the report being made.
2. The principal will review the report with the student(s) and teacher when the extent of loss or damage exceeds fifteen (\$15.00) dollars.
3. A report including a bill will be mailed to the parents/guardian of the student(s) within five(5) working days after the principal receives the report. The bill will include the following cost as appropriate: replacement; parts or components; materials; labor; postage/shipping and handling.
4. If the parents/guardian do not respond within seven (7) working days after the report is mailed, the principal's office will contact the parents/guardian by telephone to verify whether or not they have received the report. The date of the call and response of the parents/guardian will be recorded.
5. Any challenge to the report or the bill must be filed within ten (10) working days following the date of the bill.
6. A bill for stolen property will be issued upon admission of or proof of guilt.

Bills will not be issued for stolen property which is returned (within, five (5) working days of the date of admission of or proof of guilt) undamaged or otherwise reduced in value.

7. The District will make reasonable efforts to collect amounts due.

If reimbursement is not forthcoming within a reasonable time:

- A. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage"; or
- B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.

Legal Reference: Title 20A MRSA SEC. 6805,6807

Approved by the Board
of Directors on 09/08/86
REVISED 10-04-93

See minutes # 490
See minutes #645