

**SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES**

It is the responsibility of school employees to safeguard School for Integrated Academics & Technologies (“SIATech”) property and provide assistance in recovering losses in situations involving damage, theft or property disappearance. Affected property includes books and other instructional materials, tools, equipment, vehicles, buildings, building components, and other property for which SIATech may have responsibility.

Site employees shall keep careful records of all property loaned to students, including books and other instructional materials, and actively pursue the return of, or payment for, such property.

The parent/guardian of a minor student or when the student is an adult, the student himself/herself, shall be liable for all SIATech property which has been damaged, vandalized or lost by the student, including materials which have been loaned and not returned upon demand of an employee authorized to make the demand.

When property is lost, damaged or destroyed by the student, the school may, after affording the student due process rights, withhold grades, diploma and/or transcripts until the student’s parent/guardian, or the adult student, has paid for the property, the property has been returned in good condition, or the student has satisfied the obligation in a program of voluntary work.

In the case of vandalism, the cost of any rewards paid to citizens for information leading to the identification of the vandal will be added to the cost of the damaged property. All costs for staff involvement in arranging for facility repairs will be assessed to the parent/guardian, of the student, or to the adult student as well.

If a student fails to fulfill his/her responsibility under this procedure, the school shall notify the parent/guardian in writing of the student’s vandalism or failure to return property. When the parent/guardian is unable to pay for damages or return lost or withheld property, the school may provide a program of voluntary work for the minor in lieu of the payment. Upon completion of the voluntary work, the student’s grades, diploma and/or transcripts shall be released.

Appeals of site decisions shall be made to the Chief Education Officer or designee, whose decision shall be final.

In keeping with the opinion of the Attorney General (AGO No. 81-5111, December 1981), the school may not withhold student records from a requesting district since records represent information required for continuing the education process of the student in the new school. However, records can be withheld from the parent or guardian and the student. Records that are associated with the informational requirements of a student who is submitting job and college applications may also be withheld.

This procedure also extends to employees who lose or damage SIATech property either deliberately or through negligence or inattention. On a case-by-case basis, employees may be held responsible for the full cost of replacing or repairing said property, and in cases deemed appropriate, other disciplinary measures may apply.

**DATE OF ADOPTION BY THE BOARD: JUNE 15, 2004**