

STUDENT DEBT PROCEDURE

TEXTBOOKS

Each teacher is responsible for the assignment and collection of textbooks.

TEXTBOOKS AND ALL EQUIPMENT WILL BE CHARGED AT REPLACEMENT COST

ATHLETIC EQUIPMENT

Coaches are responsible for the assignment and collection of all equipment. Equipment should be turned in as soon as possible following the completion of the sport. Students should not be given awards/certifications if any equipment is still out. A date following the completion of the athletic season should be set by the coach to turn in equipment. If the equipment is not turned in at the set date, the athletic director will immediately make out bills and turn them in to the office for mailing to parent/guardian.

FUNDRAISING

Students who fail to turn in fundraising monies or unsold goods shall be billed by the advisor/athletic director.

BILLS

In all cases, bills shall be written out by the teacher/athletic director/advisor with the student's name, I.D. number and year of graduation. The bill should be submitted immediately to the office. In order to keep an up-to-date record of each student, bills will be sent to the parent/guardian by the office **only**. At no time should bills be handed to the student.

A reminder of the bill will be sent out each year to every student's parent/guardian.

At the end of the second quarter, bills will be sent out to the parent/guardian of graduating seniors in order for them to clear up their account before graduation activities begin.

Administrators may implement disciplinary action to provide an incentive for students to return or replace school property.

First Reading: December 11, 2018

Second Reading: January 22, 2019

Adopted: January 22, 2019