

5513 CARE OF SCHOOL PROPERTY (M)**M**

[See **POLICY MEMO No. 31**]

[See **POLICY ALERT Nos. 140 and 172**]

The Board of Education believes that the schools should help students learn to respect property and to develop feelings of pride in community institutions. The Board charges each student enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of instructional materials, textbooks, and district owned or issued devices and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student who demonstrates chronic and/or serious disregard for property may be referred to the building administration and/ or Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged instructional materials, textbooks, and district owned or issued devices .

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:23-6.6

Cross reference: Policy Guide Nos. 2520, 7610, 8461, 9260

Adopted:

5843 EXTENDED DAY

[See **POLICY ALERT No. 91**]

The Board of Education recognizes the needs of children who lack adult supervision outside the school day and directs the Superintendent to establish and implement an Extended Day Program for the care of such children in grades K-6.

The Board will provide suitable district facilities, staff, and supplies for the conduct of an Extended Day Program at 7 a.m. to the beginning of the school day and at the close of each school day to 6 p.m.

The program will be under the direct supervision of a certified teaching staff member employed by this district, who may be assisted by aides. Participating children will be offered constructive activities and proper supervision. No instruction will be offered; the Extended Day Program is not an extension of the academic school day and is not intended to serve the purpose of remedial education. While the general format of the extended day program will not offer instruction, enrichment may be offered at an additional cost, and requires students to register and sign up prior to the beginning of the program. Enrichment will be offered on a first come/first serve basis, and programs will be offered or cancelled based on enrollment.

The Extended Day Program is open to students enrolled in this school district provided both of the student's parent(s) or legal guardian(s) are employed, or the student's single parent(s) or legal guardian(s) is employed, during the hours during which the program is offered. Only duly registered children will be permitted to participate in the program. The Extended Day Program is not intended for the temporary or intermittent custodial care of children. A parent(s) or legal guardian(s) may register his/her child for the Extended Day Program at the school office by presenting a signed affidavit that because of the parent's or legal guardian's employment there is no responsible adult regularly at the child's home to care for the child. The affidavit will include the name, address, and telephone number of each parent or legal guardian's employer. The Board reserves the right to verify a parent or legal guardian affidavit.

In order to defray the costs of the Extended Day Program, such as additional salaries, supplies, facility operation, and additional insurance coverage, a fee schedule will be provided by the office of extended day by July 15th of each year.

Parents/Guardians will be required to register their child(ren) for the extended day program once a year, and submit payments monthly. Late payments may be assessed a late fee consistent with the fee schedule.

During registration, parents will be asked to designate responsible adults that are able to pick up their child(ren). Children will only be released to these designated individuals. Additional requests may be made in writing to the extended day building supervisor. Additional requests may not be made over the phone.

The Board will not transport students to or from school to enable their participation in the Extended Day Program. Transportation must be furnished by the parent(s) or legal guardian(s), or a responsible person appointed by the parent(s) or legal guardian(s). The Board may remove from the program a student whose parent(s) or legal guardian(s) persistently disregards his/her responsibility to pick the child up promptly.

Students who participate in the Extended Day Program are subject to the rules and regulations of this district and may be disciplined for infractions of those rules. A student's chronic misbehavior may result in the student's removal from the program.

Adopted:

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

[See **POLICY ALERT No. 199**]

The Board of Education may provide technology devices to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to students to be used as part of their educational program.

A technology device made available to students will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a student's classroom curriculum, a student will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide students with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a student from using their personal technology device in accordance with school rules and regulations. While students are not prohibited from using their personal technology device in accordance with school rules and regulations, when required by their teacher, students will be expected to utilize their district-issued device.

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. The school district reserves the right to review and approve applications that will be used by teachers and students for instructional purposes after a thorough review process by the District Technology Department.

To receive a school district provided technology device, the parent and student must sign a School District Provided Technology Device Form requiring the parent and the student to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the student for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;

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3. Any school district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student;
4. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the student, an insurance policy to be purchased by the parent or student that would cover certain losses or damage to a technology device during the time period the student has possession of the device. The parent or the student shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or student elects not to purchase optional insurance, the parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A student will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A student must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or student shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The student shall have the technology device in their possession in school as required; and

12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the student and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the student retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a student. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per student, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk students as defined in N.J.S.A. 18A:7F-45.

Students shall comply with all school district policies for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Adopted:

7610 VANDALISM**See POLICY ALERT No. 137**

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal or has been caused by a student or a minor not a student of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage. Damage to district-issued materials that is deemed intentional will result in disciplinary consequences for the student consistent with the (Student Discipline/Code of Conduct R5600, Section C). Damage deemed intentional may also result in monetary costs consistent with Care of School Property (R5513.)

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

N.J.S.A. 2C:33-10 et seq.

N.J.S.A. 18A:34-2; 18A:37-3

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

PROPERTY
7610 VANDALISM

Cross reference: Policy Guide Nos. 5513, 8461, 9260

Adopted:

R 5513 CARE OF SCHOOL PROPERTY (M)**M****A. Teachers' and Designated District Employees' Responsibilities**

1. Teachers will exercise judgment in the entrustment of school property to students.
2. Teachers will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
3. Teachers will keep an accurate inventory of textbooks and other materials assigned to their classrooms.

B. General Rules Governing the Use of School Property

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school textbooks in accordance with D.

C. Distribution and Collection of Textbooks, Materials, and Devices

1. Each textbook will be stamped as the property of the Board of Education and marked with a number unique to that book.
2. A label will be affixed to the front of each textbook and will include:
 - a. The name of the Board of Education,
 - b. The name of the school,
 - c. The year in which the book was purchased, and
 - d. The number assigned to the book.

3. The following information will also be entered on the label each time the book is issued to a student:
 - a. The name of the student to whom the book is issued,
 - b. The date on which the book is issued to the student,
 - c. The condition of the book when it is issued, and
 - d. The condition of the book when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks used in his/her classroom. The record will include all the information listed in C2 and C3.
5. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines will be assessed for lost and damaged textbooks in accordance with E.

D. Care of District-Issued Materials and Devices by Students

1. Students shall take care not to lose or misplace or expose district-issued materials/devices to conditions or circumstances likely to destroy, damage, or degrade it.
2. All district-issued materials/devices that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:

- a. Use pens, pencils, or other implements to mark a place in a textbook;
- b. Use a textbook to file bulky papers and notes;
- c. Write in textbooks; or
- d. Soil district-issued materials/devices beyond normal use.
- e. Eat or drink on or near district-issued materials/devices

E. Fines and Penalties

- 1. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.

Loss or damage	Fine
Lost book issued in new condition	80% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	as for lost books

- 2. Fines will be assessed as follows for any lost or damaged district-issued device dependent upon the district's cost to repair.

3. Costs associated with accidental damage to district-issued technology:
 - a. The school district offers an insurance plan to protect against accidental damage to district-issued technology. The insurance plan has no deductible for the first occurrence/claim only. Subsequent occurrences/claims within that same school calendar year may necessitate a \$20 co-payment from the parent/guardian.
 - b. Students may be required to make the \$20 co-payment prior to receiving their repaired device.
4. The teacher and/or designated district employee will inspect returned district-issued materials and may assess a fine for each lost or damaged item. The teacher and/or designated district employee will prepare a form in triplicate that includes:
 - a. The name and number of the damaged or lost district-issued material/device;
 - b. The name of the student;
 - c. The loss or damage to the district-issued material/device; and
 - d. The amount of the fine.
5. In setting fines the teacher and/or designated district employee may take into account verified extenuating circumstances.
6. The student will take the form to the designated district employee and make payment of the fine assessed. The designated administrator will sign the form when payment is made. Digital payment of fines will also be accepted.
7. Teachers will not collect fines.
8. Copies of the form will be distributed as follows:
 - a. The designated district employee(same as paragraph E4) will retain one copy for office records.
 - b. The student will be given one copy as receipt for the fine.

- c. The teacher and/or designated district employee will be given one copy as evidence that the fine has been paid.
9. A student who finds their lost district-issued material/device will be reimbursed any fine paid for the lost district-issued material/device but will be assessed a fine for any damage done to the book.
10. A student who has not paid a fine or co-payment owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines or co-payments may participate in the graduation ceremony but will receive a blank diploma.
11. If fines or co-payments remain unpaid, the school district may request payment from the parent(s) or legal guardian(s), notify the student's employer, or take such other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of one's acts is instilled.

Adopted:

R 7610 VANDALISM**See POLICY ALERT No. 137****A. Definitions**

1. “Vandalism” means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board. Vandalism includes arson and an act of graffiti.
2. “Arson” means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. “Act of graffiti” means the drawing, painting or making of any mark or inscription on school district real or personal property without the permission of the school district.

B. Reporting Vandalism

1. Any school employee who has reason to believe that an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
 - a. Requesting the reporting employee to file a report of the evidence giving rise to his/her belief or suspicion that vandalism has occurred;
 - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
 - c. Determining and recording the names of witnesses, if any;
 - d. Interviewing witnesses and requesting their written reports of events;

- e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
 - f. Questioning the person or persons, if any, identified as having caused the vandalism.
3. The Principal will complete and file with the Superintendent a detailed vandalism and property damage report.
 4. The Principal will notify the police if the vandalism involves:
 - a. Significant damage, or
 - b. Arson, or
 - c. Theft or burglary, or
 - d. The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, or
 - e. An act of graffiti.

C. Penalties and Restitution

1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with Policy Nos. 5600, 5610, and 5620.
2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.
3. The parent(s) or legal guardian(s) of any minor who injures/vandalizes school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of suit if the Board must resort to legal process to obtain payment of damages. N.J.S.A. 18A:37-3

- a. The Principal or designee shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
 - b. The Principal or designee shall present the student's parent(s) or legal guardian(s) with an itemized bill based on the estimated costs.
 - c. If, within 60 calendar days, the student's parent(s) or legal guardian(s) has not paid the bill or made arrangements with the Business Office for the payment of the bill in periodic installments, the Superintendent shall inform the Board and may recommend that the Board Attorney commence civil action for the amount due together with costs.
 - d. No diploma, transcript, transfer card, or report card will be issued to the student until all obligations to the Board have been met.
4. The Principal will recommend to the Superintendent and the Superintendent will recommend to the Board, a student whose vandalism of school property is so serious or chronic as to warrant reporting the student to the police.
 5. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to the appropriate law enforcement agency.
 6. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property will be reported to the appropriate law enforcement agency.
 7. A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

PROPERTY

R 7610 VANDALISM

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