All books and other materials or equipment issued to students are the property of the school department. Lost or damaged books or other school property must be paid for by the students prior to promotion or graduation. Failure to make restitution before graduation, promotion or departure may result in non-participation in graduation exercises.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully, or by neglect, destroy, deface or damage school property in any way, shall be disciplined. Any disciplinary action shall include a notice to parents/legal guardians and a full reimbursement of school funds used to repair damage to said property.

Vandalism includes intentional, willful, and malicious or wanton destruction of public or private property in which the student paints, marks, scratches, etches, places stickers on, or otherwise marks, mars, injures, defaces, removes, or destroys property. Students who are part of a group that conducts such vandalism will face the same consequences as if they had individually carried out the vandalism. Acts of vandalism will result in suspension and/or expulsion, community service (length of service will be in line with the offense), social probation, and full payment for the damage incurred.

Policy Adopted: April 9, 2001 Policy Reviewed:

Policy Revised: February 11, 2002

WESTFORD PUBLIC SCHOOLS Westford, Massachusetts 01886