

# PROCEDURE WSD108

## WINOOSKI SCHOOL DISTRICT

### FINANCIAL OBLIGATION FOR USE OF PROPERTY

1. The value of property shall be determined by replacement value and/or cost of repair. Value shall be documented by catalog price or repair with estimates from a bona fide vendor. Administrators shall be responsible for determining value.
2. STUDENTS:
  - a) Principals shall maintain an ongoing record of students who have financial obligations to the district.
  - b) Students with a financial obligation:
    - Will not participate in any extracurricular or athletic programs.
    - May not borrow books or other materials from the library.
    - May not participate in graduation or moving-up ceremonies.
  - c) Administrators, at their discretion, may allow students to “work off” the financial obligation as is appropriate for the student’s age.
3. EMPLOYEES:
  - a) The Superintendent’s Office shall maintain a record of any financial obligations incurred by employees.
  - b) Employees who have a financial obligation to the district shall have all records frozen.
  - c) The Superintendent shall attempt to work out a satisfactory payback plan with the employee.
  - d) Failure to work out a satisfactory payback plan shall result in deducting the payback value from the employee’s next paycheck.
4. OTHER:
  - a) The Superintendent’s office shall be responsible for maintaining a record of any and all financial obligations.
  - b) Any other who has a financial obligation to the district will not be allowed to borrow and/or use any school property until the obligation is discharged.
  - c) The Superintendent shall attempt to collect all financial obligations.
  - d) Any uncollected obligations of others shall be reported to the Board of School Trustees within 90 days of its occurrence for appropriate action.

Reviewed and Updated: March 15, 2004