

## **INSTRUCTION**

### **Care of Instructional Equipment and Materials**

#### **Damaged or Lost Instructional Equipment and Materials**

The Board of Education may impose sanctions against students who lose or damage textbooks, equipment and other educational materials. The Superintendent is authorized by the Board to set regulations and adopt any guidelines necessary to carry out the wishes of the Board.

#### Legal Reference

Connecticut General Statutes 10-221(c) Board of education to prescribe rules

Policy Adopted: March 28, 1990

Policy Adopted: January 9, 2013

## **INSTRUCTION**

### **Care of Instructional Materials**

Library books, textbooks, and other educational materials are loaned to the students for their use and shall be returned when requested by school authorities. Students must pay the current value of any book or educational material lost or damaged beyond ordinary wear.

Teachers shall insure that students take proper care of books. Students shall enter their name and other information on the bookplate. If a student loses his or her book during the school year, the teacher should issue another book to the student. At the end of the school year the student is obligated to hand in both books or one book and the price of the lost book or books. If a student loses two books during the school year from any teacher, the teacher shall notify the parents before the third book is issued.

### **Overdue, Damaged or Lost Instructional Materials**

#### **Care of Books and Supplies**

Students shall be held responsible for proper care of books and supplies entrusted to their use. Student will be assessed damages for abuse of equipment and materials.

### **Reimbursement for Lost or Damage Books**

1. Textbooks – lost or destroyed during:
  - a. First year of use – full current replacement cost
  - b. Second year of use – seventy-five percent current replacement cost
  - c. Third year of use – fifty percent current replacement cost
  - d. Fourth year of use – twenty-five percent replacement cost
  - e. Beyond fourth year – flat fee determined by the principal
2. Paperbacks – lost or destroyed during:
  - a. First year of use – full current replacement cost
  - b. Second year of use – fifty percent of current replacement cost
  - c. Third year and beyond – flat fee determined by the principal
3. Library Books
  - a. Bound Materials – lost or destroyed during:
    1. First through sixth year of circulation – full current replacement cost
    2. Beyond seventh year of circulation – fifty percent of current replacement cost
  - b. Paperbacks – lost or destroyed during:

## **Regulation 6161.2**

1. First year of use – full current replacement cost
2. Beyond second year of use – fifty percent current replacement cost

Regulation Approved: March 29, 1990

Regulation Revised: January 9, 2013