

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **6000**
CATEGORY: **Instruction**
POLICY CODE: **6161.2/Care of
Instructional Materials**

CARE OF INSTRUCTIONAL MATERIALS

Policy Statement

Media Center books, textbooks, and other educational materials are loaned to students for their use, and shall be returned when requested by school authorities. Teachers shall emphasize to students that texts and materials are the public's property, and should be appropriately cared for. Students must pay the replacement cost of any book or educational material lost or damaged beyond ordinary wear.

Adopted: 6/5/01

6161.2/Care of Instructional Materials

Regulations

1. Students must report to their subject/homeroom teachers any book that they discover to be lost, stolen, or damaged. It is the student's responsibility to provide proper care for their books, which would include covering them and giving them proper storage when not in use.
2. Replacement costs are as follows for texts up to three years old:

Texts	original cost
Paperbacks	original cost
Texts damaged or defaced beyond ordinary wear	original cost

Replacement of books after three years is reduced to 50% of replacement cost.

3. At the end of the school year, teachers, the media center, and various departments of the school are directed to give the names of any students who have financial obligations to the building administrator. Students have the obligation to return or replace school property before they leave the school regardless of grade level. Until obligations are met, students will not receive their report card or, in the case of seniors, a diploma.
4. Funds collected from students will be used to replace or repair textbooks.

Adopted: 6/5/01

Reference

- Connecticut General Statutes, 10-221(c) Boards of education to prescribe rules, policies and procedures.
- Connecticut General Statutes, 10-222a Boards to have use of funds derived from repayment for school materials.