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R 5513 <u>CARE OF SCHOOL PROPERTY (M)</u>

A. Teaching Staff Member Responsibilities

1. Teaching staff members 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.

2. Teaching staff members will keep an accurate inventory of textbooks and other materials in 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. below.

C. Distribution and Collection of Textbooks and Materials

1. Textbooks will be identified as the property of the Board of Education.

2. A label shall be affixed to each textbook and will include:

    a. The name of the Board of Education and

    b. The name of the school.

3. The following information will also be entered on the label or documented in another manner 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,

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  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 their classroom. The record will include all the information listed in C.2. and C.3. above.

5. A lost textbook must be promptly reported to the teaching staff member who issued the book. A replacement textbook will be issued to the student as soon as possible.

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 may be assessed for lost and damaged textbooks in accordance with a schedule as approved by the Superintendent or designee.

D. Care of Textbooks by Students

1. Students shall take care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it.

2. All textbooks 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

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d. Soil textbooks beyond normal use.

E. Fines and Penalties

1. The teaching staff member will inspect each textbook returned and may assess a fine for lost or damaged books. The teacher will prepare a report to be submitted to the Principal or designee that includes:

   a. The name and number of the textbook damaged or lost;

   b. The name of the student that lost or damaged a textbook;

   c. The loss or extent of damage to the textbook; and

   d. The amount of the fine assessed, if any.

2. In setting fines the teaching staff member may take into account verified extenuating circumstances.

3. Teaching staff members will not collect fines. Textbook fines shall be submitted to the Principal or designee.

4. A student who finds their lost textbook, after being assessed and paying a fine, will be reimbursed any fine paid for the lost textbook but may be assessed a fine for any damage done to the book.

5. The Board of Education may withhold a diploma, transcript, or report card until the fine has been paid.

Adopted: 17 June 2008
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