

Instruction

Care of Instructional Materials

Damaged and/or Lost Instructional Materials

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

Legal References: Connecticut General Statutes

10-221(c) Boards of education to prescribe rules.

10-222(a) Boards to have use of funds derived from repayment for school materials.

Policy adopted: August 13, 2007

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Instruction

Guidelines for Care of Instructional Materials

Damaged or Lost Instructional Materials

All students who lose, damage, or cause to have damaged, any school books, equipment or materials entrusted to their care or purview will be charged a fee. The fee shall not exceed the original cost.

1. Notification of Loss

All students will be notified of the fee being imposed for lost or damaged educational materials, e.g., books, equipment, or electronic materials as soon as possible. Reimbursement will be expected prior to the end of the school year in which the loss is sustained.

2. Record of Indebtedness

The school administration will maintain a cumulative record of the unpaid student indebtedness. This record, including date, item, and cost will be maintained in the student cumulative folder. The debt will be maintained as a part of the record until paid.

Parents will be notified, in writing, at least once a year of student indebtedness.

3. Failure to Pay Sanction

All academic records will be frozen until debt is paid.

- a. In the event of a missing or damaged library/media center material, no further library material may be signed out until payment is received.
- b. No final report cards will be released.
- c. No transcripts, verbal or written, will be issued.
- d. No graduation diploma will be given.

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

Regulation approved: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5
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