Care of Instructional Materials

Damaged and/or Lost Instructional Materials

Bethany Public School District (District) textbooks, paperbacks, library books, and other educational materials and equipment, including technology devices and accessories, are loaned to students for their use and they are responsible for the proper care of these books, materials, and equipment entrusted to their use. Students must pay the current value of any book, educational material, and equipment that is lost or damaged regardless of intent.

The student and their parents/guardians have an equal responsibility to care for these loaned books, materials, and equipment, including technology devices and accessories.

All damaged, destroyed or lost materials or equipment including technology devices and accessories, regardless of the reason or intent, must be paid in full before a replacement will be issued and before the end of the school year in which the damage or loss occurs or before a student officially withdraws from the District.

Students who have not fulfilled these obligations may be denied technology replacement, checking out media materials, grades, report cards, transcripts, extra-curricular activities, and/or copies of any other records and recommendations from the District.

If any materials paid for are eventually returned to the school in acceptable condition, all funds will be returned to the student and/or parent/guardian.

Reimbursement for Damaged, Destroyed, and/or Lost Books

1. Textbooks and paperbacks during:
    a. First year of use will be reimbursed at one-hundred percent (100%) of the current replacement cost.
    b. Second year of use will be reimbursed at seventy-five percent (75%) of the current replacement cost.
    c. Third year of use will be reimbursed at fifty percent (50%) of the current replacement cost.
    d. Fourth year and beyond of use will be reimbursed at twenty-five percent (25%) of the current replacement cost.
2. 2. Hardcover and paperback Library Books will be charged at the current market value of the book.

    3. The Media Specialist will forward the Superintendent or designee the replacement cost and the name of the student responsible for the obligation.

3. The fees indicated above will be added to the student's MyPaymentsPlus account. The obligation must be paid in full prior to the last day of the student's school year unless other arrangements have been made with the Media Specialist. Failure to pay these obligations in full by the due date will result in the denial of grades, report cards, transcripts, participation in extra-curricular activities, and/or copies of any other records the District determines.

Reimbursement for Damaged, Destroyed or Lost Technology Devices, Accessories, and Equipment

1. A District employee and/or student will immediately notify the IT Director should any technology devices, accessories, or equipment become damaged, destroyed, or lost.
2. The IT Director will immediately notify school administration of the loss that occurred.
3. The IT Director will obtain a quote for the repair or replacement of the technology device, accessory, or equipment within ten (10) school days.
4. The administrator will investigate the cause of the loss.
5. The administrator will determine the appropriate disciplinary action if any.
6. The administrator will contact the parent/guardian of the student that caused the loss, notifying them of Bethany Board of Education policy and this administrative regulation regarding the financial obligation.
7. The IT Director will forward the Superintendent or designee the quote and the name of the student responsible for the obligation.
8. A fee will be added to the student's MyPaymentsPlus account. The fee must be paid in full within thirty (30) calendar days or prior to the last day of the student's school year unless other arrangements have been made with the Superintendent or designee. Failure to pay this obligation in full by the due date will result in the denial of replacing District technology, denial of grades, report cards, transcripts, participation in extra-curricular activities, and/or copies of any other records the District determines.

Legal Reference: Connecticut General Statutes § 10-221(c)

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