

6161.2/Care of Instructional Materials

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

Textbooks, Learning Commons books and materials, and other materials and equipment may be loaned to students for their use, and must be returned when requested by school authorities. Teachers shall emphasize to students that such textbooks, books, materials, and equipment are the public's property, and should be appropriately cared for. Students must pay the replacement cost of any textbooks, books, materials, or equipment loaned to them and subsequently lost or damaged beyond ordinary wear.

Adopted: 6/5/2001
Revised: 9/12/2017

References

- Connecticut General Statutes § 10-221(c), 10-222a

Regulations

1. It is each student's responsibility to provide proper care for textbooks, books, materials, and equipment loaned to the student by the District. This includes covering textbooks and giving textbooks, books, materials, and equipment their proper storage when they are not in use.
2. A student must report to the appropriate teacher or administrator any textbook, book, materials, or equipment loaned to him/her by the District that is subsequently lost, stolen, or damaged beyond ordinary wear.
3. In the event that a textbook, a book, materials, or equipment loaned to a student by the District has been lost or damaged beyond ordinary wear, regardless of the reason, the student and/or his/her parent(s)/guardian(s) must pay for the textbook, book, materials, or equipment at its replacement cost.
4. At the end of the school year, teachers, librarians, and various departments of the school are directed to give to the appropriate building administrator the names of any students who have outstanding financial obligations to the District. Regardless of grade level, students have the obligation to return or replace school property before they leave school for the summer. Until a student's outstanding financial obligations to the District are met, any grades, transcripts, or report cards for that student will be withheld.
5. Funds collected from students will be used to replace or repair textbooks, books, materials, and/or equipment.