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**P 6161.2**  
**Instruction**

**CARE OF INSTRUCTIONAL MATERIALS/OUTSTANDING DEBTS**

**Damaged/Lost Instructional Materials/Outstanding Lunch Charges**

The Board of Education may impose sanctions against students who lose or damage textbooks, library books, electronic devices and other educational materials. The Superintendent is authorized by the Board to withhold grades, transcripts and/or report cards until the student pays for the instructional material, returns the item(s) in good condition, and/or pays their outstanding lunch fees.

Students will not be held responsible for normal wear and tear of instructional materials. The age and developmental level of the student will be taken into consideration in determining whether sanctions are appropriate.

Students and parents/guardians will be notified in writing when a student is subject to sanctions for damaged or lost instructional materials.

Legal Reference: Connecticut General Statutes

10-221 (c) Boards of education to prescribe rules, policies and procedures

ADOPTED: September 17, 1990

REVIEWED: July 1, 2009

REVISED: March 2011

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