

Regulation

GUIDELINES PERTAINING TO OVERDUE, DAMAGED OR LOST INSTRUCTIONAL MATERIALS

A. Distribution and Collection of Textbooks and Materials

1. Each textbook will be stamped as the property of the Egg harbor City Board of Education and marked with a number unique to that book;
2. The following information will be maintained by the teacher each time the book is issued to a pupil:
 - a. The name of the pupil to whom the book is issued;
 - b. The date on which the book is issued to the pupil;
 - c. The condition of the book when it is issued; and
 - d. The condition of the book when it is returned;
3. Each classroom teacher will keep a permanent record of the textbooks used in his/her classroom. The record will include all the information listed above;
4. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately;
5. Textbooks will be collected and inspected no later than the end of the school year 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 pupil;
6. Pupils must remove covers, loose papers, and markings before returning any textbook;
7. Fines will be assessed for lost and damaged textbooks.

B. Care of Textbooks by Pupils

1. Pupils 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 pupils must be protected with an appropriate cover to be supplied by the pupil;
3. Pupils should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook; Use a textbook to file bulky papers and notes;
 - b. Write in textbook; or
 - c. Soil textbooks beyond normal use.

C. Fines and Penalties for Damaged or Lost Books

1. Each book should be covered as soon as possible and remain covered for the year;
2. Teachers should periodically examine pupils textbooks for condition;
3. Books should be assigned to individual students and records of the assignment maintained by teaching staff issuing the books;
4. Lost books are to be replaced immediately and the student charged for the loss. Payment for lost books should be as soon as possible, but failure to pay is not grounds for not issuing a replacement book;
5. All books should be returned and checked in by the issuing teaching staff member. Any damage deemed to be over and beyond normal wear and tear shall call for the assessment of a fine to the pupil as follows;

Lost Book	Full replacement cost
Defaced Beyond Repair	Full replacement cost
Torn Pages	\$.25 per page total not to exceed full replacement cost

OVERDUE, DAMAGED OR LOST INSTRUCTIONAL MATERIALS (regulation continued)

Damaged Cover	\$2.00
Torn Binding	\$4.00
Miscellaneous Marking	\$.25 per page total not to exceed full replacement cost.

6. In setting fines the teacher may take into account verified extenuating circumstances;
7. The pupil will make payment of the fine assessed at the school office. The school office personnel will issue a receipt when payment is made;
8. Teachers will not collect fines;
9. A pupil who finds their lost textbook will be reimbursed any fine paid for the lost textbook but will be assessed a fine for any damage done to the book;
10. If fines remain unpaid, the Principal or designee may request payment from the parent or legal guardian, or take such other steps as may be appropriate to insure that moneys due the district are paid and that the importance of taking responsibility for the consequences of one's acts is instilled;
11. Principals will cause the maintenance of a complete inventory of textbooks assigned to their buildings;
12. Principals are responsible to ensure that only Board approved textbooks are used in the district.

D. Fines for Other School Property

Other damaged school property, such as equipment, facilities, and materials will be assessed by the school business administrator based on the extent of the damage, the cost of repair or replacement as appropriate, and the original purchase price of the damaged item. The determination of the school business administrator concerning the cost is final.

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