



Capital School District

Board of Education Policy

Section: Business and Finance
Title: Lost or Damaged Textbooks/Instructional Materials
Policy #: 300-10
Date Approved: 8/15/12
Date Revised: 5/16/12

PURPOSE

The purpose is to establish a clear, uniform procedure for accounting of textbooks/instructional materials issued and entrusted to students.

POLICY

Textbooks/instructional materials issued by the school to individual students must be well maintained and returned to the school in good condition. Failure to comply with this policy results in consequences as follows:

1. Students, parents and guardians are responsible for lost or damaged textbooks/instructional materials issued to them and are required to pay the full replacement cost of these materials.
2. Instructional materials may be provided during class time to students who have not met their financial obligation for lost or damaged textbooks/instructional materials; however, replacement materials will not be issued outside of the class period.
3. When a textbook/instructional material/s is/are damaged, the damage will be evaluated by the teacher and a fee charged. The teacher will issue a pupil debt form to the student and a copy to the office. When student has paid for textbook/instructional materials, it is then his/her property.
4. Students whose responsible person's income falls below federal poverty guidelines may meet the financial obligation of replacement cost by performing school or community service determined by the school and/or district.
5. Students who refuse or fail to perform the designated school or community service will face disciplinary action as outlined in the student code of conduct for defiant behavior.
6. Non-payment of replacement costs for lost or damaged textbooks/instructional materials will result in the withholding of school records such as report cards and/or diplomas until the parent/guardian fulfills the obligation with the school.
7. All monies collected from payment of lost or damaged textbooks/instructional materials will be deposited by the school into an internal account set aside for this purpose and a receipt issued. Monies in this account can only be used to replace textbooks and/or instructional materials and/or refunds should a book/instructional material be found that has been paid for previously.

8. Records of assessments, collections, disciplinary action and public service in lieu of payment will be maintained by each individual school yearly as outlined in 14 Del. C. § 1722, and forwarded to the Business Office by September 30th of the subsequent school year. This information will be compiled and submitted to the Secretary of Education by February 1st of each year.

CAPITAL SCHOOL DISTRICT TEXTBOOK/INSTRUCTIONAL MATERIALS DEBT FORM

Student Name_____

Name of Textbook/Instructional Material_____

Replacement Cost of Textbook/Instructional Material_____

Teacher Signature_____

Date_____

Original Copy to Student
Second Copy to Main Office
Third Copy to Teacher

[illegible]