

I. Policy: 607

II. Procedure

A. *The teacher will keep a record of the title, the book number, and the date of purchase of the book loaned to each pupil. All textbooks will be stamped on the inside cover and at least in one other location.*

B. *Through means of communication considered most appropriate and effective, each principal will annually inform all pupils and their parents of Board policies and regulations governing the use and proper care of all school property and the consequences of defacing or destroying school property.*

1. *The fee for lost textbooks will be computed as follows:*

- a. *100% of value for books up to three years old*
- b. *50% of value for books three to six years old*
- c. *25% of value for books over six years old*

Textbooks will be prorated based on the date the text is added to the system.

2. *Each school will keep a log using the Lost and Damaged Book form which includes the student name, ISBN number, book title, copyright date, date lost, fine assessed, and amount paid/not paid.*

3. *The fee for lost or damaged textbooks will be assessed at the replacement value according to the textbook accounting system that is updated on an annual basis.*

4. *Lost book consumables will be charged a flat rate of \$10.00*

5. *Lost non-book consumables will be charged a flat rate of \$5.00.*

State Law:
State Reg.:
Federal Law:

Adm. Reg.:
Neg. Agr.:
Other Citation:

- 6. The fee for lost equipment will be assessed at the fair market value of the item as determined by the purchasing department.*
- 7. The fee for damaged equipment will be assessed at the actual cost of repairing the item.*
- 8. Items not returned within two weeks after the due date will be considered lost, and the student will be assessed accordingly.*
- 9. Failure to pay the obligation will be recorded in the SASI system*
- 10. If the financial obligation is not satisfied, the principal may*
 - a. Withhold report cards and transcripts*
 - b. Not allow student to attend graduation*
 - c. Not allow student to attend class activities such as prom and class dances*
 - d. Withhold parking passes*
 - e. Exclude student from club and/or extra curricular activities*