

**GUIDELINES PERTAINING TO OVERDUE,
DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

Pupils shall be responsible for the proper and careful use of textbooks and educational materials. Careful inventory of the condition of the books is made at the end of the school year. Textbooks should be covered. Fines will be charged when there is evidence of more than normal wear, but such fines shall not exceed the replacement value of the book. Lost books must be paid for by the individual at their replacement cost. It will be the responsibility of the teacher or staff member, such as the Library Media Specialist, in cooperation with the administration to determine the appropriate cost for repairs or replacement of the instructional item.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: May 28, 1997

Possible

Cross Reference: 3250 Materials/services fees, fines, charges

