
REGULATION

Nutley Public Schools

Students R5513

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CARE OF SCHOOL PROPERTY

R 5513 CARE OF SCHOOL PROPERTY (M)

- A. Teachers' and Designated District Employees' Responsibilities
1. Teachers will exercise judgment in the entrustment of school property to students.
 2. Teachers will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
 3. Teachers will keep an accurate inventory of textbooks and other materials assigned to their classrooms.
- B. General Rules Governing the Use of School Property
1. Students shall not deface the school building, furnishings, or equipment in any manner.
 2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
 3. Students will care for school textbooks in accordance with D.
- C. Distribution and Collection of Textbooks, Materials, and Devices
1. Each textbook will be stamped as the property of the Board of Education and marked with a number unique to that book.
 2. A label will be affixed to the front of each textbook and will include:
 - a. The name of the Board of Education,
 - b. The name of the school,
 - c. The year in which the book was purchased, and
 - d. The number assigned to the book.



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3. The following information will also be entered on the label each time the book is issued to a student:
 - a. The name of the student to whom the book is issued,
 - b. The date on which the book is issued to the student,
 - c. The condition of the book when it is issued, and
 - d. The condition of the book when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks used in his/her classroom. The record will include all the information listed in C2 and C3.
5. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
6. Textbooks will be collected and inspected 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 student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines will be assessed for lost and damaged textbooks in accordance with E.

D. Care of District-Issued Materials and Devices by Students

1. Students shall take care not to lose or misplace or expose district-issued materials/devices to conditions or circumstances likely to destroy, damage, or degrade it.
2. All district-issued materials/devices that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook;



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- b. Use a textbook to file bulky papers and notes;
- c. Write in textbooks; or
- d. Soil district-issued materials/devices beyond normal use.
- e. Eat or drink on or near district-issued materials/devices

E. Fines and Penalties

1. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.

Loss or damage	Fine
Lost book issued in new condition	80% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	as for lost books

2. Fines will be assessed as follows for any lost or damaged district-issued device dependent upon the district's cost to repair.
3. Costs associated with accidental damage to district-issued technology:



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- a. The school district offers an insurance plan to protect against accidental damage to district-issued technology. The insurance plan has no deductible for the first occurrence/claim only. Subsequent occurrences/claims within that same school calendar year may necessitate a \$20 co-payment from the parent/guardian.
 - b. Students may be required to make the \$20 co-payment prior to receiving their repaired device.
4. The teacher and/or designated district employee will inspect returned district-issued materials and may assess a fine for each lost or damaged item. The teacher and/or designated district employee will prepare a form in triplicate that includes:
- a. The name and number of the damaged or lost district-issued material/device;
 - b. The name of the student;
 - c. The loss or damage to the district-issued material/device; and
 - d. The amount of the fine.
5. In setting fines the teacher and/or designated district employee may take into account verified extenuating circumstances.
6. The student will take the form to the designated district employee and make payment of the fine assessed. The designated administrator will sign the form when payment is made. Digital payment of fines will also be accepted.
7. Teachers will not collect fines.
8. Copies of the form will be distributed as follows:
- a. The designated district employee (same as paragraph E4) will retain one copy for office records.
 - b. The student will be given one copy as receipt for the fine.



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- c. The teacher and/or designated district employee will be given one copy as evidence that the fine has been paid.
- 9. A student who finds their lost district-issued material/device will be reimbursed any fine paid for the lost district-issued material/device but will be assessed a fine for any damage done to the book.
- 10. A student who has not paid a fine or co-payment owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines or co-payments may participate in the graduation ceremony but will receive a blank diploma.
- 11. If fines or co-payments remain unpaid, the school district may request payment from the parent(s) or legal guardian(s), notify the student's employer, or take such other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of one's acts is instilled.

Adopted: 03 May 2004

Revised: 27 Aug 2018

