

R 5513 CARE OF SCHOOL PROPERTY

A. Teachers' Responsibilities

1. Teachers will exercise judgment in the entrustment of school property to pupils.
2. Teachers will impress upon all pupils the importance of the proper care of school property and instruct pupils 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. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks in accordance with D.

C. Distribution and Collection of Textbooks/Software and Materials

1. Each textbook will be stamped as the property of the Board of Education and marked with a number unique to that book.
2. Each textbook 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.
3. The following information will also be entered each time the book/software is issued to a pupil:



REGULATION

HOWELL TOWNSHIP BOARD OF EDUCATION

PUPILS
R 5513/page 2 of 3
Care of School Property

- a. The name of the pupil to whom the book/software is issued,
 - b. The date on which the book/software is issued to the pupil,
 - c. The condition of the book/software when it is issued, and
 - d. The condition of the book/software when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks/software used in his/her classroom. The record will include all the information listed in C2 and C3.
 5. A lost textbook/software must be promptly reported to the teacher who issued the book/software. A replacement textbook will be issued immediately (software if available and applicable).
 6. Textbooks/software will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook/software will be returned to inventory until it is again distributed to a pupil.
 7. Pupils must remove covers, loose papers, and markings before returning any textbook.
 8. Fines will be assessed for lost and damaged textbooks/software in accordance with E.
- D. Care of Textbooks/Software by Pupils
1. Pupils shall take care not to lose or misplace a textbook/software or expose a textbook/software 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;
 - b. Use a textbook to file bulky papers and notes;



REGULATION

HOWELL TOWNSHIP BOARD OF EDUCATION

PUPILS
R 5513/page 3 of 3
Care of School Property

- c. Write in textbooks; or
- d. Soil textbooks beyond normal use.

E. Fines and Penalties

1. Fines will be assessed for any lost textbook/software or textbook damaged beyond normal wear.
2. The teacher will inspect each textbook/software returned and refer to administration to assess a fine for each lost or damaged book/software. The teacher will prepare a form that includes:
 - a. The name and number of the textbook/software damaged or lost;
 - b. The name of the pupil;
 - c. The loss or damage to the textbook/software.
3. In setting fines the administrator may take into account verified extenuating circumstances.
4. The pupil will take the form to the Main office and make payment of the fine assessed. The Main office staff will sign the form when payment is made.
5. Teachers will not collect fines.
6. A pupil who finds their lost textbook/software will be reimbursed any fine paid for the lost textbook but will be assessed a fine for any damage done to the book/software.
7. A pupil who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged.
8. If fines remain unpaid, the school district may request payment from the parent(s) or legal guardian(s), 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: 18 September 2013

