

Regulations Follow

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5513 CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his or her use. Pupils shall not deface the school building, furnishings, or equipment in any manner.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement school property and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3
N.J.A.C. 6A:23-6.6

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R 5513 CARE OF SCHOOL PROPERTY

A. Teachers' Responsibilities

1. Teachers will exercise judgment in entrusting 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. Pupils' Responsibilities

1. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
2. Pupils will care for school textbooks in accordance with Paragraph D of regulation.

C. Distribution and Collection of Textbooks 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. 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.
3. The following information will also be entered on the label each time the book is issued to a pupil:
 - a. The name of the pupil to whom the book is issued,
 - b. The date on which the book is issued to the pupil,

- 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 or her classroom.
 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 no later than 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 pupil.
 7. Pupils must remove covers, loose papers, and markings before returning any textbook.

D. Care of Textbooks by Pupils

1. Pupils shall take care not to lose or misplace a textbook or expose a textbook 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;
 - c. Write in textbooks, or
 - d. Soil textbooks beyond normal use.
4. Fines will be assessed for any lost or damaged textbooks beyond normal wear.