

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-32
Subject: REPLACEMENT OF LOST OR DAMAGED INSTRUCTIONAL MATERIALS	Date of Issue: 7/1/86
Preparing Office: Office of the Superintendent	Amended: 12/6/06

I. Policy

II. Procedures

A. Textbooks - (Refer to Regulation 500-7 "Textbook Accounting")

B. Use of Books, Materials, and Equipment by Students

1. The student shall be held responsible for the careful use and protection of the books, materials, and equipment loaned or assigned to him. Upon the request of the principal, the student shall return these items in good condition, allowing for normal usage.
2. Failure of the student to comply with this procedure shall require the principal to assess the loss or damage for the student to pay to the school. The student will not be held liable for the loss or damages if the principal has determined that the property has been damaged or destroyed due to fire, theft or vandalism by another person.
3. Through means of communication considered most appropriate and effective, such principal shall annually inform all students and their parents of regulations governing the use and proper care of books, materials, and equipment.

C. Fees

1. The fee for lost or damaged print and non-print media materials, as well as other instructional materials, shall be assessed at the current replacement cost.
2. The fee for lost equipment shall be assessed at the fair market value of the item as determined by the Purchasing Department.
3. The fee for damaged equipment shall be assessed at the actual cost of repairing the item.
4. Items not returned within two weeks after the due date will be considered lost and the student will be assessed accordingly.
5. If fees are not paid, the principal shall follow Regulation 400-32.

Approved:

original signed by

Linda D. Burgee
Superintendent