

A. Purpose

To outline school-based procedures for replacing instructional materials or equipment when lost or damaged by Frederick County Public Schools (FCPS) students.

B. Background

None.

C. Definitions

1. “Instructional Materials” is defined to mean, and includes but is not limited to, books, materials, equipment, instruments, or other school property issued to an individual student for use in the instructional program.

D. Procedures

1. The textbook inventory process is outlined in [FCPS Regulation 500-07](#), *Textbook Accounting*.
2. **Replacement of Lost or Damaged Books, Materials, Equipment, Instruments, or Other School Property Issued to Individual Students**
 - a. Through means of communication considered most appropriate and effective, the principal shall annually inform all students and their parents of regulations governing the use and proper care of books, materials, and equipment.
 - b. The student shall be held responsible for the careful use and protection of school property loaned or assigned to him. Upon the request of the principal, the student shall return these items in good condition, allowing for normal usage.
 - c. 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.
 - d. If a student is determined responsible for the loss or damage, the principal/designee will assess the loss or damage to determine the replacement or repair cost.
3. **Fees for Loss or Damages**
 - a. 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.
 - b. The fee for lost equipment shall be assessed at the fair market value of the item as determined by the Purchasing Department.
 - c. The fee for damaged equipment shall be assessed at the actual cost of repairing the item.

- d. Students will be assessed fees accordingly when items are determined to be lost.
- 4. If fees are not paid, the principal shall follow [FCPS Regulation 400-32](#), *Student Outstanding Obligations*.

E. Related Information

- 1. **FCPS Regulations**
 - a. [FCPS Regulation 400-32](#), *Student Outstanding Obligations*
 - b. [FCPS Regulation 500-07](#), *Textbook Accounting*

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	School Administration and System Accountability
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