

**Policy**

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GUIDELINES PERTAINING TO OVERDUE, DAMAGED OR LOST  
INSTRUCTIONAL MATERIALS

Textbooks, library books and other instructional materials loaned to students are the property of the Passaic Board of Education. Students are expected to respect school property and be responsible for the proper care of school property and the school supplies and equipment entrusted to them.

In accordance with New Jersey law (N.J.S.A. 18A:37-3), parents/guardians are responsible for any school property lost or damaged by the student. Lost or damaged instructional materials will result in the student being assessed a fine in accordance with the Fees, Fines, and Charges board policy and regulation. Additionally, students who willfully cause damage to school property including school issued instructional materials shall be subject to discipline according to the Code of Student Conduct and Suspension and Expulsion board policies. A report card or diploma may be withheld until payment of a fine is received by the district.

All debts and/or obligations, financial or academic, will be met in that school year before report cards will be issued in June.

The superintendent or his or her designee may waive all or a portion of the assessed fees or fines if the payment of the debt places an undue hardship on the student or the student's family. The following examples may be considered in waiving fees and fines:

- A. The student and/or the parent/guardian of the student is unable to pay the debt and can demonstrate the financial hardship;
- B. The payment of the debt could impact the health or safety of the student;
- C. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or
- D. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Existing book stocks and newly purchased textbooks shall be distributed to all students on an equitable basis. The same policy shall be applied to nonpublic school students to whom textbooks are loaned. The district shall not discriminate against students in either public or nonpublic schools.

First Reading:	September 26, 2016
Second Reading:	November 3, 2016
Adopted:	November 3, 2016

OVERDUE, DAMAGED OR LOST INSTRUCTIONAL MATERIALS (continued)

damage to	<b><u>Legal References:</u></b> <u>N.J.S.A.</u> 18A:34-1	Textbooks; selection; furnished free with supplies; Appropriations
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.S.A.</u> 18A:37-3	Liability of parents or guardian of minor for property
	<u>N.J.S.A.</u> 18A:58-37.3	Purchase and loan of textbooks
	<u>N.J.A.C.</u> 6A:7-1.4	Responsibilities of the district board of education
	<u>N.J.A.C.</u> 6A:23A-20.1 <u>et seq.</u>	Purchase and loan of textbooks
	<u>Ballato v. Long Branch Board of Education</u> , 1990 <u>S.L.D.</u> 1285.	

**Possible**

<b><u>Cross References:</u></b> *3250	Income from fees, fines and charges
*3453	School activity funds
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5200	Nonpublic school students

\*Indicates policy is included in the Critical Policy Reference Manual.