

# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
STUDENTS**

**CARE OF SCHOOL PROPERTY  
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## **R 5513 – CARE OF SCHOOL PROPERTY**

### A. Teachers' Responsibilities

1. Teachers will exercise judgment in the entrustment of school property to students.
2. Teachers will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and books.
3. Teachers will keep an accurate inventory of books and other materials assigned to their classrooms.

### B. General Rules Governing the Use of School Property

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school books in accordance with D.

### C. Distribution and Collection of Books and Materials

1. Each book will be stamped as the property of the Board of Education and marked with a number unique to that book.
2. A lost book must be promptly reported to the teacher who issued the book
3. Books will be collected and inspected before the end of the school year. Once inspected, a book will be returned to inventory until it is again distributed to a student.
4. Fines will be assessed for lost and damaged books in accordance with E.



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**D. Care of Books by Students**

1. Students shall take care not to lose or misplace a book or expose a book to conditions or circumstances likely to destroy, damage, or degrade it.
2. Students should not:
  - a. Use pens, pencils, or other implements to mark a place in a book;
  - b. Use a book to file bulky papers and notes;
  - c. Write in books; or
  - d. Soil books beyond normal use.

**E. Fines and Penalties**

1. Fines will be assessed as follows for any lost book or book damaged beyond normal wear.

<u>Lost or damage</u>	<u>Fine</u>
Lost or damaged book issued in new condition	80% of list price
Lost or damaged book issued in good condition	60% of list price
Lost or damaged book issued in fair condition	40% of list price
Lost or damaged book issued in poor condition	20% of list price



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2. In setting fines the teacher may take into account verified extenuating circumstances.
3. Teachers will collect fines and deliver them to the Business Administrator.
4. A student who finds their lost book will be reimbursed any fine paid for the lost book but will be assessed a fine for any damage done to the book.
5. A student 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. An eighth grade student who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.
6. If fines remain unpaid, the Principal may request payment from the parent or legal guardian, 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.

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