

Hampton School District Policy	Section: <u>E</u> Code: EDC Title: Authorized Use of School-Owned Materials & Equipment Category: O (Optional) Page: 1 of 1
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AUTHORIZED USE OF SCHOOL OWNED MATERIALS & EQUIPMENT

No school equipment may be used for other than school, school-related, civic or educational purposes.

The Board shall permit school equipment to be loaned to staff members when such use is related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. A written agreement should be used, which specifies the borrower's responsibility to return the equipment in the condition in which it was received and his/her financial responsibility for any loss or damage, which will meet the requirements of all applicable insurance.

1. All students shall be issued the necessary textbooks for their course work.
2. Adequate receipt records shall be kept on all textbooks issued to students and will indicate the condition of the book at the time it was issued (new, good, fair).
3. Students who fail to return issued textbooks will be charged the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it un-issuable to another student will be instructed to retain the textbook and will be charged for it.
5. Parents of students using textbooks shall be notified of the student's responsibility in caring for textbooks properly and of the parents' or guardians' responsibility in paying for any textbooks which are lost or appreciably damaged.

Adopted:	DATE: May 19, 1986, October 12, 2010
Reviewed:	December 13, 2005
Revised:	Sept. 1, 2010
Cancellation:	