



**RETURN, LOSS, AND/OR DAMAGE OF  
TEXTBOOKS, LIBRARY BOOKS, AND/OR MATERIALS**

**GOVERNANCE POLICY**

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**1.0 PRINCIPLES**

The South Shore Regional Centre for Education (SSRCE) believes that students are responsible for the safekeeping of all textbooks, library books, and other school materials issued to them. It is expected that every effort will be taken by the student to prevent books or materials from being lost, defaced, or mishandled.

**2.0 POLICY FRAMEWORK**

This policy complies with the Education Act and other related provincial acts and policies.

**3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## **RETURN, LOSS, AND/OR DAMAGE OF TEXTBOOKS, LIBRARY BOOKS, AND/OR MATERIALS**

### **ADMINISTRATIVE PROCEDURES**

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#### **1.0 PROCEDURES**

##### 1.1. Textbooks and School Materials

1.1.1. Textbooks are the property of the SSRCE and are on loan to the student.

1.1.2. School materials, purchased by either the school or the SSRCE, that may be lent to students as determined by the school principal, are school property.

1.1.3. Teachers or other individuals who lend textbooks and/or school materials to students shall keep an accurate inventory account of all books lent.

1.1.4. It shall be the responsibility of the teacher or other individual who issued the textbooks and/or school materials to students to account for the items by the end of the school year.

##### 1.2. Library Books

1.2.1. Library books are the property of the SSRCE and may be lent to students according to guidelines established by each school.

1.2.2. Schools shall establish an accurate inventory of all library books and a process by which an account is kept of any book that is on loan.

1.2.3. It shall be the responsibility of the library technician/clerk or individual designated by the school principal to develop a list of library books not returned by the end of the school year.

#### **2.0 LOSS OR DAMAGE TO ITEMS ON LOAN**

2.1. If textbooks, school materials, library books, or other lent items are damaged, defaced or lost, the student shall be required to reimburse the school for the replacement cost of the item or an amount as determined by the school principal.

2.2. The process for dealing with loss or damage to items lent is as follows:

2.2.1. The teacher or individual who lent the item to the student shall inform the student and their family the specific compensation that is required.

2.2.2. If, by the end of the school year, the item lent is still not returned or the school has not received compensation, the teacher or individual who lent the item shall provide a list of all such items to the school principal by the last day of school in June.

2.2.2.1. This list shall include the name of the item, the student to whom it was lent, including their grade and homeroom, an indication of whether the item was lost or damaged, and the compensation required.

- 2.2.2.2. If the item was damaged and full compensation is made, the damaged item shall be offered to the student or their family.
- 2.2.3. The school principal or designate shall inform the family that it is expected that the lent item be returned or compensation made as soon as possible.
  - 2.2.3.1. Items can be returned or compensation made either at the school or the SSRCE Office.
  - 2.2.3.2. Failure to return or compensate for items shall be dealt with by the school administration in a fair and reasonable manner.
    - 2.2.3.2.1. The opportunity to write tests or exams shall not be withdrawn from a student due to items not being returned.

### **3.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.