ISSUING AND RETURN OF TEXTBOOKS, ELECTRONIC DEVICES
AND BAND INSTRUMENTS
“REVISED”
For Stakeholders Review, April – May, 2015

Scope

This policy sets forward guidelines for issuing and return of textbooks, electronic devices and band instruments.

Purpose

To provide a consistent method of distribution and collection of textbooks, electronic devices and band instruments, and provide consequences for students who do not return textbooks, electronic devices and band instruments.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board that each school maintain a comprehensive and strict inventory for issuing and return of textbooks, electronic devices and band instruments.

Cross Reference

CBVRSB Policy: Use of Communications Technology Devices PSS 258

Authorization

This policy has been authorized by the Board under motions number 99-355.
Issuing and Return of Textbooks, Electronic Devices and Band Instruments

Policy Number: PSS 227

Responsibility

It is the responsibility of the Director of Programs & Student Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Director of Programs & Student Services or designate will implement the policy and administrative procedures.

Procedures

The following guidelines are assumed:

1. When a textbook, electronic device or band instrument is issued to a student, the article is stamped, numbered or coded and then recorded by the teacher responsible for allocation of article(s).

2. All students are to be explicitly told annually that the articles so issued are the property of the School Board, and are to be well cared for and returned at the end of the school year to the teacher responsible.

3. Any student who loses property of the School Board requisitioned to him/her must pay for the article before another copy is issued. An article that is stolen from a student bears the same financial responsibility for the owner unless, with articles numbered and recorded, the article is eventually found. Exempted from this regulation would be articles lost or destroyed through no fault of the student; i.e., fire, flood, water damage or other natural causes.

4. It is the responsibility of the teacher who has issued the article to make certain that every article is returned or financial reimbursement made for the article lost by the student.

5. Teachers are to keep an accurate inventory of all articles issued - including names, numbers, dates, etc. When articles are returned, the teacher is to give to the Principal of the school a report indicating that all articles have been returned in a satisfactory condition and/or the necessary monies collected.

6. Students are responsible for returning articles in the same condition as they were issued and so recorded by the teacher. Articles that have been damaged, mutilated or abused are to be either repaired or replaced before returning them to the teacher. Students who refuse to co-operate in this manner will be charged a replacement fee by the school.
Associated Forms

Policy Review

This policy will be reviewed by Director of Programs and Student Services within three years from the authorization date.

Distribution

Board Members
All Policy Manual Holders