

Business/Non-Instructional Operations

Materials/Services Fees, Charges

The Capitol Region Education Council (CREC) affirms its commitment to the State of Connecticut's responsibility to provide a free public education. Accordingly, CREC shall provide students with textbooks, instructional materials, supplies, and equipment necessary to maintain a high-quality instructional program, in accordance with Conn. Gen. Stat. §§ 10-228 and 10-228a.

Students and families shall not be charged for the use of such materials, subject to reasonable rules for care, use, and return.

Families may be held financially responsible for the loss, damage, or destruction of textbooks, technology, or equipment loaned to students, consistent with state law and CREC policy.

Textbook and material changes shall comply with Conn. Gen. Stat. § 10-229.

Copies of Records

Any person may request plain or certified copies of public records in accordance with Conn. Gen. Stat. §§ 1-210 and 1-212 (Freedom of Information Act).

The fee for copies shall not exceed fifty cents per page, or the rate otherwise established by Connecticut General Statutes.

Requests will be fulfilled within the timeframes required by law.

Legal Reference: Connecticut General Statutes

1-200 et seq. Freedom of Information Act

10-221 Boards of education to prescribe rules.

10-228 Free textbooks, supplies, material and equipment.

10-228a Free textbook loans to pupils attending non-public schools.

10-229 Change of textbooks.

Policy adopted:

Revised: February 18, 2026

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

Business/Non-Instructional Operations

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I. Instructional Materials and Equipment

Issuance

Each student shall be issued textbooks, technology, or instructional equipment necessary for participation in the instructional program. A record of issued materials (e.g., textbooks, laptops) shall be maintained by the school or program.

Care and Use

Students are expected to take reasonable care of all instructional materials. Staff shall provide guidance on proper use, care, and storage.

Loss or Damage

If materials are lost, stolen, or damaged beyond normal wear and tear, families may be charged the replacement cost. Schools may offer installment payment plans or waivers in cases of demonstrated financial hardship, consistent with CREC's equity commitments. No student shall be denied participation in the instructional program due to an inability to pay.

Return

Materials must be returned at the end of the course, school year, or upon withdrawal from a CREC program.

II. Copies of Public Records (FOIA Requests)

Submission of Requests

Requests for public records may be made in person, by mail, or electronically. All requests for public records shall be handled by the designated FOIA liaison.

Response and Timing

Requests shall be acknowledged promptly and fulfilled within the timelines required by the Connecticut Freedom of Information Act (Conn. Gen. Stat. §§ 1-210, 1-212). If a request is denied, the FOIA Liaison must provide a written explanation citing the statutory exemption.

Fees

Standard copies: not more than \$0.50 per page (per Conn. Gen. Stat. § 1-212).

Certified copies: additional fee as permitted by statute.

Electronic copies: actual cost of storage medium (e.g., CD, USB).

Fee waivers may be granted in the public interest, as determined by the Executive Director or designee.

Recordkeeping

The FOIA Liaison shall maintain a log of all requests, including requestor name, date received, nature of request, date completed, and fees charged.

III. Oversight and Accountability

School/program administrators are responsible for enforcing procedures related to student-issued materials.

The Business Services Division shall establish procedures for invoicing and collecting payments for lost/damaged property.

The FOIA Liaison shall ensure CREC's compliance with the Connecticut FOIA.

Regulation issued: January 21, 2026

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut