

INSTRUCTIONAL EQUIPMENT, BOOKS AND MATERIALS

Textbooks

Books are issued for pupils' use during the year, with a reasonable amount of depreciation permitted during that time. All books issued should be stamped and numbered and the pupil's name and teacher's name recorded with the number of the book issued (in ink). If the books have been used more than one year, the record of all abuses should be made and signed by the pupil, so that the same "ink blot" or other abuse will not be charged against pupils or fines collected more than once. (Use standard book receipt card.)

All textbooks must be covered with some type of material. This is the student's responsibility and any failure to comply should be referred to the office.

Teachers will inspect books regularly to see that pupil's are observing this requirement.

Procedure for replacing lost books is as follows:

1. Issuing teacher will supply name of book, author and condition on a slip of paper.
2. Student will take this slip to the office where the replacement price will be determined as follows:
 - a. Issued NEW condition - 80% list price
 - b. Issued GOOD condition - 60% list price
 - c. Issued FAIR condition - 40% list price
 - d. Issued POOR condition - 20% list price
3. Payment will be made in school office and receipt issued.
4. Receipt will be taken to the teacher who will place it on file and issue a new book.



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5. If the student finds the textbook, he/she may have the return of his/her money.

Procedure for book fines is as follows:

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| 1. Damage requiring rebinding | \$2.00 |
| 2. Broken or badly weakened binding up to | 1.50 |
| 3. Cover damage (scale fines) | .50 - \$.75 |
| 4. Ink smears or blots (scale fines) | .50 - .75 |
| 5. Torn pages--can be repaired | .25 - .50 |
| (See that repair is made with scotch tape) | |
| 6. Missing pages | 1.50 |
| 7. Edges of book defaced with ink | 1.75 |
| 8. General misuse (scale fines) | .50 to .75 |
| 9. Lost text--complete replacement of book (replacement value will take care of any price increase and normal deterioration) | |

A week prior to final two weeks of school, teachers will examine and check all books issued for damage and number verification. If damage or loss is found, fines shall be levied according to scale established.

All books should be collected at the end of the last full week of school or as designated by the department head.

Teachers will record fines on a form provided in duplicate--one for teacher's use and one for the main office. The pupil will pay the teacher or the secretary in the office and obtain a receipt which will indicate that the student's obligation has been met.

Library obligations must also be taken care of in a similar manner.

The teacher will submit the report on fines collected to the office with any fine money collected.

Date: January 18, 1983

Date Rev.: May 17, 1988