

EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

CMD
(LOCAL)

~~TEXTBOOK
CUSTODIAN~~

~~The Board, upon recommendation of the Superintendent, shall designate the textbook custodian who shall perform legally required duties and other duties prescribed by the Superintendent.~~

~~CARE AND
DISTRIBUTION~~

~~The District shall maintain a system for management and distribution of textbooks to account for textbooks at every level at any time. Accurate records shall be kept of all textbook transactions within school as well as with the District textbook custodian.~~

~~STUDENT
RESPONSIBILITY~~

~~Students are responsible for all textbooks issued to them. Contract prices shall be charged for all books lost or for which proper accounting has not been made, regardless of the length of time the books have been in the District.~~

~~Fines shall be charged for damaged books in accordance with the nature of the damage. Failure on the part of a student or parent to pay any fine or assessment shall deprive them of being issued a replacement book. Students will be allowed to use the textbook during the school day.~~

~~No student shall be excluded from classes or activities or have grades withheld for failure to pay costs due for textbooks.~~

~~Procedures for waiving fees and fines shall be established. The procedure will require that the parent submit in writing the reasons why the assessment cannot be paid. The principal or designee will decide whether to waive the assessment and notify the parent, student, and teacher. [See FP(LEGAL) and (LOCAL)]~~