

CHAPTER: INSTRUCTION
TITLE: TEXTBOOKS

The Calhoun County Board of Education will provide free textbooks to all students in grades kindergarten through twelve. The following procedure is to be used in handling of the textbooks:

1. The principal obtains books from appropriate central office personnel for the pupils in his/her school by completing a textbook requisition form.
2. These textbooks are issued by the principal to the teacher who issues them to the pupils and records the numbers and conditions of the books. The teacher will exercise general control of such textbooks and at the end of the school term shall account for all textbooks issued.
3. Any textbook which has been determined lost or destroyed by the pupil shall be paid for by the parent/guardian. The replacement cost will be billed to the parent/guardian.
4. Charges for damaged books will be at the discretion of the school principal.
5. Payment for lost, destroyed or damaged books will be made to the school of the students attendance.
6. Appropriate inventory documentation shall be maintained by the teacher and submitted to the building principal. The building principal will then submit inventory for their school to the appropriate central office personnel.

REFERENCE: CCBOE
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