

MAINTENANCE AND CONTROL OF THE SCHOOL DEPARTMENT BOOKS

PURPOSE:

This policy is established to set forth School Committee expectations in regards to the utilization and accountability for all textbooks and instructional program support documents purchased by the North Kingstown School Department for use by students in the fulfillment of the educational opportunities they are provided.

PHILOSOPHY:

The School Committee encourages and endorses the purchase of a wide range of books and other written resources for use in the educational process for students at all grade levels. In reaching this goal, the Committee is desirous of budgeting maximum possible levels of funding for the purchase of such material to enhance and strengthen the educational offerings of the School Department. In keeping with this intent, and in the belief that efficiency of maintenance and control of purchase and use of such materials is crucial, the Committee sets forth this policy statement.

POLICY STATEMENTS:

1. All books purchased by and in possession of the School Department shall be and remain School Department property.
2. Principals shall be responsible for assigning textbooks to teachers and for conducting an inventory of all books at the end of each school year.
3. Every book issued shall bear the stamp of the School Department and upon issue, shall be considered to be in good repair.
4. Each teacher shall keep an accurate record of books issued to his/her students.
5. When a book is lost or damaged beyond use, the student responsible shall be required to pay for another copy. Careful consideration should be given, when seeking charge for a damaged book, to be sure that a student is not asked to replace a book that is deemed damaged due to normal wear and tear. when applicable, if restitution is not made, the parent of the student shall be liable for restitution. The student or parent may appeal such action to the Superintendent and the School Committee.

First reading: 3/13/79
Adopted 4/10/79
Amended: 3/28/07