

TEXTBOOKS

It shall be the duty of the principal to:

1. Issue and receive all textbooks that go in or out of the book room.
2. Keep a complete written record of all textbooks that have been checked out to the teachers.
3. See that all books are properly accounted for and put in their proper place at the end of each school year.
4. Mark all textbooks that have been worn out and need to be sent back for replacement.
5. Collect fines for any damaged or lost textbooks.
6. Hold a textbook inspection regularly.
7. Have teachers talk to students about the care of the textbooks issued.
8. See that book room is locked at all times.
9. Furnish the textbook custodian with estimates of future needs.
10. Prepare all books for shipment to the Textbook Agency.
11. Receive and code all new books for their building.

It shall be the duty of the teacher to:

1. Check books out and in through the principal.
2. Keep a written record of all books issued to pupils, including the number of each book.
3. See that the pupils do not abuse books.
4. Report any lost or damaged books to the principal immediately.
5. Explain to the students about their responsibility concerning textbooks.
6. See that all books are covered and all students enter their names in ink on the inside front cover.
7. See that all textbooks have been checked into the book room at the end of each school year and an accurate count made.

Fines

1. \$5.00 – No barcode , damaged barcode or no book cover.
2. \$5.00 – Any writing, pencil marks, or graffiti in general on outside of pages, between covers or on any place not designed for writing.
3. \$10.00 – Torn pages, water damage, broken spine, ink spots on pages.
4. Cost of Book – Any book that is lost, not useable, or generally in such disrepair as to not be able to be used again.

THE PRINCIPAL IS CHARGED WITH THE RESPONSIBILITY FOR ALL TEXTBOOKS IN THE BUILDING.

The superintendent of schools is likewise responsible to the State Textbook Depository for all the textbooks used in the school system. When teachers have books checked out to them, they are responsible to see that they are returned in good condition! **WE MUST HAVE EVERYONE'S COOPERATION.**

USE OF TEXTBOOKS

The textbook is a supplemental instructional tool to be used by the teacher as a part of the overall instructional program. It is not "the" instructional program or "the" curriculum. The principal will work with teachers and consultants to design the best approach for instruction in his building.