

# **INSTRUCTION**

604.02

## **Lost or Damaged Textbooks**

Textbooks are provided free of charge to Mingo County students. These instructional aids, along with other materials, serve as important resources in the overall instructional program. Loss or damage of textbooks results in a hardship for schools to allocate additional funds to replace these textbooks. This policy establishes guidelines regarding student responsibilities for the care of textbooks.

1. Student shall be assigned textbooks without cost to them.
2. Students shall be responsible for the care of textbooks assigned to them or provided for their use.
3. When a textbook is lost or damaged, resulting in a need to replace it, the student shall be expected to pay a prorated sum to cover partial replacement costs of the book in question.

These prorated sums are:

<b><u>Year of Use</u></b>	<b><u>Cost</u></b>
First	100%
Second	80%
Third	60%
Fourth	40%
Fifth	20%

Students shall be responsible for paying for lost or damaged textbooks before using reissued textbooks. Principals or assistant principals shall review individual cases to determine if repayment of textbook debts will place an undue financial burden upon a student's family and shall adjust the repayment plan accordingly. Textbook loss/damage records shall be maintained in the schools. Receipts for lost/damaged textbook money shall be turned in at the end of the school year as part of the principal's checkout system.

Adopted: September 15, 1999

New Policy