



POLICY:

REGULATION: JFCB MTN & CONTROL OF (TEXTBOOKS)
INSTRUCTIONAL MATERIALS

EXHIBIT:

The principal shall ensure that:

1. Parents receive a copy of the school textbook policy at the beginning of the school year. The school shall specify how the policy is to be applied.
2. School books bear the stamp of the Division; that the conditions of each book is assessed and that all necessary information is recorded in each book at the beginning of the school year.
3. School books be again assessed at the end of the school year, semester, book study, or other period of use, in order to detect losses or abuse.
4. Students who either lose or damage school books be held financially responsible; the principal shall determine the amount the student has to pay.
5. Amounts collected are sent to the Divisional Office so that these amounts may be credited to their textbook budget.
6. The Divisional Office is informed of the method of payment.

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE: