

ACCOUNTABILITY OF INSTRUCTIONAL MATERIALS

All textbooks shall be numbered according to an appropriate code prior to being issued to students. The numbering code shall be as follows:

School Designation (2-3 letters)
Year Purchased (2 digits)
Sequential Number
Grade, Subject, Dept. (5 digits)

Example: JF-95-001-03MTH (Fuller, 1995, #1, 3rd math)
BAR-94-235-07ENG (Bartlett, 1994, #235, 7th English)

In addition to the number which is to be placed in the inside front cover, the school name shall be stamped in three places in the book -- once on inside front cover, once on a page midway through the book, and once on the top margin of the book.

Principals are accountable for the materials at each school. A proper inventory must be completed each year and records maintained in the school.

Students are responsible for the care of instructional materials loaned to them. Students are expected to pay the district for lost or damaged materials or textbooks.

Adopted by Conway School Board - June 15, 1995
Readopted - December 22, 1997
Revision Adopted - August 9, 1999
Reviewed with no change – February 5, 2004

Procedure

Textbook payments shall be based on the condition of the book when issued to the student. Lost "New" and "A" condition books require full payment, "B" condition books require 75% payment, "C" condition books require 50% payment, and any other designated condition requires 30% payment. Damaged books require 50% payment of the lost book assessment. Books written in or marked up are considered damaged for the purposes of this policy.

Any book that is new or in its first or second year of use should be considered "New" or "A" condition unless a prior user has obviously caused excess wear. A book one or more years old and indicating normal usage will be considered "B" condition. More than two years old with normal usage will indicate a "C" condition book. Student writing and notes within a book will lower it to "C" condition. Books normally should be expected to decrease one letter grade in quality with each year's use.

Students are expected to pay for any materials used to complete projects or build/assemble articles which students may then take home.

For all fees paid by students, a proper receipt must be issued with a copy retained in the school for audit purposes. The collected fees for lost/damaged textbooks are to be submitted to the SAU business office with an appropriate transmittal record. Fees for materials are to be handled through the school's activity accounts process.

Students losing books during the year are expected to pay for the lost materials prior to being issued replacements. Teachers are expected to conduct an inventory check at least once during mid year at the direction of the principal.

Prior to final check-out each year, teachers must submit to principals an appropriate textbook inventory of the books assigned to them, and any fees collected for damaged/lost books.