

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
NO. 406 Textbooks – Loans, Return, Loss, Damage	April 1, 1996	February 18, 2015	2

It is the policy of the Tri-County Regional Centre for Education that students are responsible for the safekeeping of all textbooks, library books and other school materials issued to them.

PROCEDURE under Policy No. 406

1. Textbooks are the property of the Tri-County Regional Centre for Education on loan to the pupil through the Tri-County Regional Centre for Education.
2. Homeroom teachers and subject teachers in the schools are to keep an accurate inventory account of all books loaned, i.e., title, serial numbers, date of loan, condition of book, student's name.
3. It is expected that every effort will be taken to prevent the defacing or mishandling of textbooks on loan.
4. If textbooks, library books, or other loaned materials are damaged, defaced, or lost, students are required to reimburse the school for the replacement cost of the article or in an amount as determined by the school administration.
5. A replacement copy may be provided by the school in rare instances that are clearly beyond the student's control.
6. It is the responsibility of the homeroom or subject teacher in schools to check-in textbooks at the end of the year. Those students who have returned or replaced their textbooks in good order may receive final marks in the related subject. Defaulters are to be reported immediately to the school office.



PROCEDURE under Policy No. 406 Con't

7. Students dropping out or moving to another school will return their textbooks in the same manner as in 6 above. Failure to return or replace texts in good condition will be dealt with by the school office.

8. The principal or designate shall be responsible for maintenance and supply of textbooks for the school.