



## **Background**

All instructional materials such as textbooks and workbooks will be provided to students attending school at no cost except where a Local School Board Committee has levied a fee.

## **Procedures**

1. The principal shall monitor the use of instructional materials and what is being provided to the students.
2. Textbooks will be issued to the student when the student registers in school and the student is responsible for loss or excessive damage.
3. A monetary penalty shall be imposed on the student and parent for loss or excessive damage to the textbooks which have been issued.
4. A receipt must be issued for all money collected for lost or damaged textbooks.