

I-9 TEXTBOOK INVENTORY CONTROL

Textbooks will be issued by the principal to classroom teachers. Each teacher shall be responsible for issuing textbooks to pupils using forms provided, recording the book, title, price, teacher's name, pupil's name, and condition of book according to code (N=New, G=Good, F=Fair, P=Poor). The above procedure is used when issuing books for semester or annual courses.

Where multi-texts are checked out overnight or for other periods of time, a checkout system similar to the one used in libraries is to be used.

Teachers shall discourage writing or marking in any book. In the event a student loses or damages a textbook, the parent, guardian or other person having custody of the child to whom textbooks are issued shall be held liable for any loss, abuse or damage in excess of that which result from the normal use of the textbooks.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-39-69