

KEARNS HIGH SCHOOL

Memo No. 40

August, 2011

SUBJECT: TEXTBOOKS

High school textbooks are furnished to students without charge. Teachers must maintain accurate records and inventory checks to avoid loss of money and time and to insure maximum use of books.

1. Issue books to students as follows:
  - a. Check the inside front cover for school stamp.
  - b. Record the book number and the condition of the book in the teacher's record.
  - c. For new students who enter after the initial book requisition, secure additional books from the department chairperson with the same procedure.
  
2. Collection of books:
  - a. For classes terminating at mid-year, teachers collect textbooks. For students who have lost their textbooks, teachers must indicate on student checkout card the amount owed for the book.
  - b. Return all books to the department chairperson, to the book room or departmental office.
  
3. Teachers will check book numbers at various times during the school year.
  - a. Compare student book numbers and name with those recorded in the teacher's notebook.
  - b. Teachers are responsible for assessing fines for damaged books, i.e., if damage is penciled and can be erased, the student should make the erasures and a minimum fine of 50 cents should be levied. If the damage is inked, cut out, or the book permanently defaced, (but the book is still usable) a minimum fine of \$1.00 should be levied. If a book cannot be re-issued to another student, see the paragraph below for charge. Fill out a fine sheet and send it to the bookkeeper's office.
  - c. Students who lose a book should be sent to the office to pay for it and receive a receipt for payment prior to issuing another book.

4. Lost hardbound books will be assessed full price. Lost paperbacks are assessed at full price. Use fee cards for assessing these fines. The cost of the book may be obtained by contacting the bookkeeper in the office.
5. Order for new textbooks must be on the list approved by the State and District Office.
6. When students change classes, they must return all textbooks to the assigned teacher.

Textbook inventories are checked at the beginning and end of each school year.

HUNTER HIGH SCHOOL  
TEXTBOOK ORDER FORM  
(MUST BE TYPED OR LEGIBLY PRINTED)

Date:

Department: \_\_\_\_\_ Course: \_\_\_\_\_ Grade Level:

TEXTBOOKS       PAPERBACK BOOKS

Textbook Title \_\_\_\_\_ ISBN:

Publisher: \_\_\_\_\_ Author: \_\_\_\_\_ Edition: \_\_\_\_\_

No. of Textbooks requested: \_\_\_\_\_ Price: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

**WORKBOOKS:**

Workbook Title \_\_\_\_\_ ISBN:

No. of Workbooks requested: \_\_\_\_\_ Price: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

- Teacher's Manual       TR/Manuals       Transparencies       Audio Cassettes
- Computer Software       Test Packets       OTHER

Description: \_\_\_\_\_ ISBN: \_\_\_\_\_

Quantity: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

Description: \_\_\_\_\_ ISBN: \_\_\_\_\_

Quantity: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

Description: \_\_\_\_\_ ISBN: \_\_\_\_\_

Quantity: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

Description: \_\_\_\_\_ ISBN: \_\_\_\_\_

Quantity: \_\_\_\_\_ Extended Cost: \_\_\_\_\_

**ADDRESS:** (Other than Mountain States Schoolbook Depository)

\_\_\_\_\_  
TOTAL COST \$ \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_

Administration Approval: \_\_\_\_\_