

**QUEEN ANNE’S COUNTY PUBLIC SCHOOLS**

**Policy Title:** County Owned Textbooks and Materials  
**Policy No.:** 609

**Scheduled Reads**

1<sup>st</sup> Read: March 6, 2024  
2<sup>nd</sup> Read: April 10, 2024  
Approval: May 1, 2024

**Attachment(s):** [Click or tap here to enter text.](#)

**AGENDA ITEM FOR THE BOARD OF EDUCATION**

  X   **Information/Review** *(This is the first reading for this policy before being posted on the school district’s website for the public comment period, after which it will be brought back to the Board for the second reading with any revisions as appropriate.)*

       **Second Reading** *(This is the second reading for this policy. Edits as a result of public comment are included. Also included are recommended edits by Board members or Administration.)*

       **Action** *(The Superintendent recommends approval of this Policy subject to final edits for format and style.)*

STAFF PRESENTATION: Dr. Marcia Sprankle  
FISCAL IMPACT: None                         BUDGETED: N/A  
DOLLAR AMOUNT: N/A                         BUDGET SOURCE: N/A

SUBJECT:  
County Owned Textbooks and Materials

BACKGROUND:  
Policy 609 County Owned Textbooks and Materials is being updated.

DISCUSSION:  
Policy 609 County Owned Textbooks and Materials has not been updated since July 1993.

# POLICY Board of Education of Queen Anne's County

<b>Responsible Office:</b>	Curriculum & Instruction
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## COUNTY OWNED TEXTBOOKS AND MATERIALS

### I. PURPOSE

The purpose of this policy is to establish guidelines for the care and return of county owned textbooks and materials.

### II. POLICY STATEMENT

None.

### III. DEFINITIONS

None.

### IV. POLICY ELEMENTS

County owned books and materials are loaned to pupils for use during the school year.

Pupils are expected to care for these books and materials properly and responsibly. Book covers are **to be used when they are provided by the school or district office.** ~~furnished by the Board of Education.~~

If books and materials are lost or are not returned in acceptable condition, the pupil will be required to reimburse the school for loss or damage. **Reimbursement for loss or total destruction will be based on the list price less 20% for each year the book has been used, with a minimum charge of \$5.00**

~~Charges for damage other than total destruction will be based on an estimate of the cost of putting the book in usable condition.~~

~~Student obligations must be met upon graduation. Schools may not issue any final grades or credits to pupils until all indebtedness to the school for books, fines, etc. has been cleared.~~

Books and other instructional materials may be loaned at the discretion of the principal, provided a record of the same is kept and the loan is to a responsible person. **The loaning of equipment should not be a general practice but may be necessary at the discretion of the principal. Equipment should not be loaned as a general practice.**

No loan is to be permitted if it would interfere in any way with the operation of the regular school program.

**V. IMPLEMENTATION**

The Board directs the Superintendent to implement this policy.

**VI. POLICY REVIEW**

The policy is to be reviewed by the responsible office every four years after its initial adoption.

**VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS**

**VIII. EFFECTIVE DATE**

Date: Click or tap here to enter text.

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Patricia W. Saelens, Ed.D.  
Superintendent, Queen Anne’s County Public Schools

**HISTORY:**

<b>Initial Adoption</b>	07/07/1993	<b>Revised</b>	02/26/2024	<b>Reviewed</b>	--/--/----	<b>Next Review</b>	02/26/2028
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