

POLICY - Board of Education of Queen Anne's County

Responsible Office:	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.

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.

Student obligations must be met upon graduation.

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.

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: May 1, 2025



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

HISTORY:

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