



Magna Textbook Policy

Hardbound textbooks are extremely expensive and are expected to last for about ten years. While textbooks are provided free of charge in the elementary schools, students are expected to maintain and protect the textbooks that are provided them. State law and board policy states that it is acceptable to charge fines to students who have damaged books due to neglect, misuse or vandalism. Fines are not charged for wear and tear due to normal use of the textbooks. The Magna textbook policy has been established to encourage students to maintain their books properly. We would encourage students to cover textbooks that are checked out to them. This can be done using an old paper grocery sack as often as students wish, for no cost. Teachers will demonstrate at the beginning of the year how to cover a textbook, using a paper grocery sack, with no tape.

Fines will be collected for the sole purpose of replacing lost or damaged books. As a general school policy, students may be charged according to the following guidelines:

- 10 cents for every intentional mark in the book (ie. – marking off spelling lists in the textbook)
- 25 cents for each torn or damaged page
- \$5.00 minimum charge for water damaged books
- \$5.00 for books with broken backs due to misuse or neglect
- Replacement cost of book if lost (may be adjusted for depreciation)
- 50 cents charge if the book is turned in dirty or soiled

Anytime a fine is issued for damage of a permanent nature, the fine should be recorded and dated in the front cover, so future students will not be charged for damage they did not do. All fines collected will be turned into the office. A receipt will be issued to any parent requesting one. Fines will be used to replace books in the grades in which the fines were collected.