

Cumberland School Department

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Policy for Loan of Textbooks to Non Public Students

The Cumberland School Committee's policy for loaning textbooks for non public students shall be in accordance with Rhode Island General Laws §16-23-1, §16-23-2, and §16-23-3 and as follows:

Non public schools must provide the Cumberland School Department a list of textbooks being requested for the following school year by the first week of June.

Non public schools cannot make changes or add to their list of textbooks after June 30.

The list of textbooks must include the title, author, publisher, edition and the ISBN number.

The school department is required to loan grades K through 12 non public school students Science, Math, Modern Foreign Language, English/Language Arts and History/Social Studies textbooks.

All loaned textbooks must be on the approved listing issued by the Department of Education.

New textbook adoptions are limited to the requirements of Rhode Island General Law §16-23-1, currently a three year cycle.

Cumberland School Department's Policy for Borrowing Textbooks:

A minimum of three dates will be set aside for both returning and picking-up textbooks. These dates will be published in the local newspaper and provided to the individual private schools.

Ordering of textbooks will take place when returning previous year's books. If a parent is new to the program, their order should be requested also on these specified dates.

Ordering textbooks prior to the established dates will not be allowed.

Textbooks ordered after the established dates will not be honored if the late order would require purchasing additional textbooks. If the textbook is in stock, the late order would be honored.

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Requests for the next school year's textbooks will not be honored until all currently loaned textbooks are returned. This would include all other family members who may wish to borrow textbooks.

Parents/guardians must show proof of residency when ordering textbooks.

Parents must provide the following information when ordering textbooks:

- Complete Title
- Author
- Publisher
- Copyright Date
- ISBN Number

When parents return textbooks, the books will be inspected for damage in excess of normal wear.

Textbooks will be considered damaged if textbooks are written in or highlighted.

Parents will be charged replacement costs for the textbooks if damaged or not returned.

Parents will not be able to order new textbooks until the Cumberland School Department has been reimbursed for damaged or lost books.

No duplicate textbooks will be issued.

No parent reimbursement will be allowed unless approved by the Cumberland School Department.

Ordered textbooks will not be picked up in advance of the established, published dates.

The school department may require deposits for textbooks.

Reviewed and approved by SC Policy & Procedure Sub-Committee: 2/28/2012

1st Reading by Cumberland School Committee: 3/8/2012

2nd Reading and Approval by School Committee: 3/22/2012