

**TEXTBOOKS:  
DISTRIBUTION AND CARE OF**

The Southwest Technology Center Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to the campus director for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any books lost, damaged, destroyed, or stolen through irresponsible action. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

Adult students will purchase all necessary textbooks and instructional materials through their program and/or the administrative office.

The school district may withhold from a third party transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost text books and reasons for the nonreturn of such textbooks. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

**REFERENCE:** 70 O.S. §16-121

**CROSS-REFERENCE:** Student Handbooks

**Adopted:** January 1994 as policy S-151

**Revised:** November 1995