

TEXTBOOKS



Textbooks are checked out to individual teachers by the assistant principal. Teachers are responsible for the number of books assigned to them. Each teacher is responsible for keeping a record of the specific bar code number of each textbook they are assigned.

If a teacher allows a student to take home a textbook to complete an assignment, the teacher must record the textbook's title, bar code number (located on inside front cover) and student name.

Teachers should periodically make book checks for purposes of accountability, and to assess students for lost books before the close of the school year. If a child loses a book, he/she should pay for it in the office. The teacher will provide the office with the book number. A receipt cannot be issued without that information.

Each teacher will be issued an inventory of the MISD textbooks and materials. It is their responsibility to advise the textbook custodian, Kelly Lout, of any discrepancies. To request additional textbooks or materials, a teacher should email Kelly Lout with the title and number desired.

At the beginning and end of each year, teachers will be given a list of provided materials. Please make sure that you check the list carefully and note that you have all materials. You will be accountable to have them at the end of the year as well.