

			LE: Ensign Learning Center			Packet Ref#
			Model/App: Ensign Learning Center			107.0.03.1.1.72
			PS: ____ PKT: Policies and Procedures			1 of 1
			Policy Title: Text Book Policy # 60			
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All non-consumable textbooks (books that are used for more than one year) will be stamped.						
Books will be grouped in the following categories:						
			A	New		
			B	Good		
			C	Satisfactory		
			D	Fair		
			F	Replace		
The category the book is in, the date and number of years the book has been used and the name of the students using the book will be kept track of with a stamp inside the cover of the book.						
If a textbook has had normal wear for one year it will move from one category to another, Category A to Category B for example. If the book has had excessive wear or is destroyed, the student using the book will be charged a fee to help cover the cost. The fee amount will depend on the condition of the book. The book is expected to last 5 years. The cost will be 1/5 of the cost of a new book per category based on the amount of damage done to the book.						
PURPOSE:						
Guidelines for school textbooks.						