

CREDIT ALLOCATION PROGRAM and TEXTBOOK DEPOSIT

-POLICY-

The Board of Education, School District No. 58 (Nicola-Similkameen), authorizes the charge to secondary students of an annual deposit for textbooks as specified in the regulations accompanying this policy. The deposit is a means of:

1. teaching the students a sense of responsibility and
2. controlling waste through lost or damaged textbooks.

-REGULATION-

1. Deposit
 - 1.1 The deposit shall be collected from secondary students Grades 8 - 12.
 - 1.2 The deposit shall be \$15.00 per student with a maximum of \$30.00 per family, per school.
 - 1.3 The deposit may be waived or reduced for indigent parents upon application to the principal of the school.
 - 1.4 It is to be paid to the school at the time of registration.
 - 1.5 The deposit will be required regardless of the number of subjects taken.
 2. Refunds
 - 2.1 The Textbook deposit is to be refunded to the student when the student leaves, provided all textbooks are returned in a reasonable condition. This will be judged with respect to the recorded textbook condition shown on the textbook issue form signed by the student at the time of registration.
 - 2.2 As in the past, a charge may be made for damaged or lost books and it will be taken from the deposit.
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- 2.3 Students' signatures shall be obtained and the proof of refund retained in the school office for one year.
 - 2.4 A procedure for returning books and maintaining a record of returned books shall be maintained.
 - 2.5 Every school shall set up an appeal procedure to hear all complaints from students or parents regarding the operation of the textbook deposit.
3. Accounting
- 3.1 A numbered receipt shall be issued at the same time as the deposit is collected. A duplicate receipt shall be retained in the school office.
 - 3.2 A "Trust Account" exclusively for textbook deposits shall be maintained in a bank.
 - 3.2.1 The account shall be administered by the principal or a vice-principal or their designates.
 - 3.2.2 Any interest accrued may be used by the school for purchasing supplementary materials.
 - 3.3 A financial statement certified by the principal shall be forwarded to the Secretary Treasurer each year by August 15th.
 - 3.4 Every precaution shall be taken by the principal to ensure the safekeeping of all such books and vouchers.