

**MARSHALL COUNTY HIGH SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL
BUILDING POLICY
KRS 160.345(2)(g)**

POLICY TOPIC: Determining textbooks for the school

This council shall adopt textbooks for appropriate classes according to the following stipulations:

- A. A review committee for each department shall be formed consisting of the department head, department teachers, and one administrator.
- B. The committee shall meet at least once and review textbooks submitted by the state board.
- C. The council shall receive and accept the recommendations by the committee.
- D. The council shall authorize the principal to purchase approved textbooks.
- E. Students will use the textbooks with the following stipulations:
 - 1. Students will be charged a fee for textbooks and supplemental materials unless the student receives a waiver.
 - 2. Students will be fined for damages done to the books.
 - 3. Upon losing a textbook, the student shall report to the office to pay for the lost book before the teacher shall issue a second book.
 - 4. Student diploma will be held until all fees and/or fines have been paid.