

HIGH SCHOOL TEXTBOOKS

Any qualified student or person eligible to become a qualified student attending TMP in any grade of instruction is entitled to the free use of textbooks that conform to curriculum requirements and is allowed to take those textbooks home.

Pursuant to 22-8B-5, a state chartered school is exempt from school district requirements. NMPED has waived requirements pertaining to the purchase of instructional materials. TMP, as a State Chartered School, may use 100% of the instructional materials allocation to purchase items that are not on the adopted multiple list. TMP may select instructional material for the use by its students from the multiple list adopted by the NMPED; or may purchase books outside the NMPED adoption cycle if other needs have been identified by the Teachers and the Head of School. TMP will give written and public notice to parents and community members and shall invite parental involvement in the review of instructional material purchases.

TMP Teachers manage all High School textbooks. TMP Business Office purchases and invoices High School textbooks. These textbooks are kept in inventory by each Teacher for temporary reuse every term for students to use in their High School classes. The student shall check out a textbook as a loan and shall return the textbook by the posted deadline to the Teacher assigning the textbook to the student.

Any student not returning all textbooks for courses ending at the conclusion of Fall semester, or by the conclusion of the Spring semester, has to pay for a replacement.

The Teacher shall inspect all textbooks for damages before check-out and during check-in to determine and note condition. Damage to a textbook is defined as marking in the book, water or other liquid damage, any tearing, tearing out of pages, defacing or otherwise returning the textbook such that it is not usable by another student. Condition is determined by the Teacher. The Teacher will notify the Business Office to invoice the students' parents or guardian for a replacement.

In the case of textbooks that have been lost or damaged while issued to a student, the following charges will be made for replacement costs:

1. 80%: For loss of or damage to a book in good condition.
2. 50%: For loss of damage to book in fair condition
3. 25%: For loss of damage to a book in poor condition.

TMP shall not charge students for worn-out textbooks or consumable workbooks. All funds collected for textbook damage or loss shall be deposited in the textbook non-adopted fund account.

Any student who has not returned or replaced (paid for) a textbook will not be allowed to check out a textbook to take home for the subsequent term. The student may use any needed textbooks at the TMP Business Office (Room 315) meeting table, or in the Main Office (Room 325), and will not be allowed to take textbooks off campus.

STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

TMP may hold the parent, guardian or student responsible for the damage or loss of textbooks. Payment for lost or damaged textbooks is the responsibility of each student or his or parent or guardian. Any student failing to return textbooks shall forfeit his or her right to free textbooks until the parent or guardian pays for the textbooks. If a book is not returned and payment is not made, TMP may withhold the student's records but shall not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. If the parent, guardian, or student is unable to pay for damage or loss, TMP shall develop an alternative program in lieu of payment. Where a parent or guardian is determined to be indigent according to guidelines established by the NMPED, TMP shall bear the cost.

Students must follow the guidelines below:

1. Ensure proper care and use for all textbooks;
2. Return textbooks at the close of the school year, the end of course, or at the time of withdrawal;
3. Reimburse the school for any lost, destroyed or damaged textbooks issued to that student.

Adopted by The MASTERS Program Governance Council on 9 September 2019