



## **TEXTBOOK AND CURRICULAR MATERIALS POLICY**

### **The New America School-Las Cruces**

The New America School-Las Cruces uses a variety of curriculum materials, including textbooks and other classroom materials as well as on-line and academic software programs and materials. Textbooks may or may not be from the state textbook adoption list. In all instances NAS-LC students will have access to all required instructional materials for each class that meet curricular requirements. These materials will be available in sufficient number to allow every student to take the textbook/materials home should this be required.

Textbook and other classroom materials that are taken home are checked out and checked in directly with the classroom instructor utilizing the appropriate textbook check-out form. Teachers will record the textbook or materials being checked out to each student and students must return the materials or textbook that has been checked out to them at a designated time on the form or pay the replacement cost of the item prior to any transcripts, official or otherwise, or any other academic records are released. If a graduating senior has outstanding materials or textbooks, that student's transcripts and diploma will be held until the items are returned or payment is made to the school.

**Effective date: March 10, 2016**

**To be revised: June, 2019**

**Approved by the Governing Council on**

**Date: March 10, 2016**