

# ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

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## SUPERINTENDENT'S OFFICE

Dr. Walter Skaggs, Superintendent  
Christina Laudermit, Asst. Superintendent/Dir of Curriculum  
Michele Grant, Director of Special Education  
Jim Yates, Director of Technology  
Sharon Harrison, Executive Administrative Assistant  
Darlene Graham, EMIS Coordinator  
Tammy Ellis-Kopyar, District Registrar/Administrative Assistant



## TREASURER'S OFFICE

Amy Porter, Treasurer/CFO  
Betty Milhoan, Assistant to the Treasurer  
Valerie Lachendro, Assistant to the Treasurer  
Treasurer's Office Fax: 740-695-5805

## College Credit Plus Textbooks Purchasing Policy

The College Credit Plus law states the school district is responsible for providing instructional tools ("textbooks") for their College Credit Plus students. All St. Clairsville-Richland City School District students taking college credit courses on a college campus or through online access must obtain a list of textbooks for their courses from the college. Once the list of textbooks has been obtained, the list of textbooks (including the ISBN numbers) shall be provided to the St. Clairsville High School College Credit Plus Coordinator, Mrs. Laudermit, as soon as possible to ensure students will have the textbooks before the start of the course. The College Credit Plus Coordinator will then check the list of textbooks with the district's current college textbooks inventory to ensure that we do not have the textbooks in our inventory before ordering new textbooks. If the textbooks are not in the district's current college textbooks inventory, the College Credit Plus Coordinator will work with the district's Central Office to obtain the textbooks at the best possible price. The College Credit Plus Coordinator will communicate with the student on the next steps to obtain the required college textbooks. **Failure to follow the procedure will result in the student or parent/guardian's obligation to pay for the textbook.**

The college textbooks purchased for the College Credit Plus program are the responsibility of the district and therefore are district property. All students are required to return college textbooks to the St. Clairsville High School College Credit Plus Coordinator in a timely manner upon completion of college coursework. Please note that if college textbooks are not returned, the district has the right to charge the student for the textbooks.

Please do not go directly to the college bookstore to purchase your college textbooks, no matter the guidance from the college. The district is in charge of purchasing all college textbooks. Thank you for your cooperation.

*I, (Parent/Guardian and Student) acknowledge by my signature below that I have read and understood the district's college textbooks purchasing policy.*

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_