

Textbook Damage Policy & Form

According to District 91 Board policy 4:140, students receiving textbooks must pay for any textbooks not returned in satisfactory condition. Satisfactory condition means that the textbook may be reissued to another student without any repairs (rebinding, etc.)

All parents should review their child's textbooks for existing damage within the 1st two weeks of school. If you note any damage on your child's textbook(s), please document on the Textbook Damage Form and return the form to your child's teacher for that class **by September 9th**.

If pre-existing damage is not documented in writing by this date, you are responsible for book fines assessed at the end of the school year. Fines for damages are sent home with students toward the end of the school year. Any unpaid fees/fines are subject to referral to an outside collection agency.

Book rebinding fee is \$15.00

Damage to pages runs from \$1-\$10

Replacement cost of a lost or unusable book will depend on the cost of the individual book in question. Please note that books cannot continuously be rebound. If you have a textbook that has already been rebound, you may be assessed the cost of replacement.

The attached sheet must be returned by September 9, 2011 to document pre-existing damages for textbooks issued for the 2011-2012 school year.

Textbook Damage Form

2011-2012

Please complete and return by September 9, 2011 if you have concerns regarding the condition of textbooks issued to your child.

Student Name _____ **Grade** _____

Parent/Guardian Signature: _____ Date _____

Textbook #1 _____ Teacher _____

Damage found when issued _____

Textbook #2 _____ Teacher _____

Damage found when issued _____

Textbook #3 _____ Teacher _____

Damage found when issued _____

Textbook #4 _____ Teacher _____

Damage found when issued _____

