

**Teachers:** Please be sure to review the textbook damage procedure at expectation night! The attached form was included in the beginning of school packet.

You must also complete the textbook record form and have the student sign for each book issued at beginning and end of year.

### **Textbook Damage Policy**

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 1<sup>st</sup> 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 11<sup>th</sup>**.

***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.

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The attached sheet must be returned by September 11, 2015 to document pre-existing damages for textbooks issued for the 2015-2016 school year.

**Textbook Damage Form**

**2015-2016**

Please complete and return by September 11, 2015 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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Textbook #5 \_\_\_\_\_ Teacher \_\_\_\_\_

Damage found when issued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Textbook #6 \_\_\_\_\_ Teacher \_\_\_\_\_

Damage found when issued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Textbook #7 \_\_\_\_\_ Teacher \_\_\_\_\_

Damage found when issued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Textbook #8 \_\_\_\_\_ Teacher \_\_\_\_\_

Damage found when issued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_