

**CARE OF SCHOOL PROPERTY
BOOK ISSUANCE, DAMAGE AND LOSS**

Books are loaned and must be returned whenever students leave or complete the school year. Students are solely responsible for books. If the books are lost or damaged, payment must be made before the last day of school.

Classroom teachers will ensure that a standard book receipt or list is completed whenever textbooks are distributed. The teacher will keep book receipts until such time as books are returned.

Judgment as to the condition of books will be based on the following guidelines and will be assigned at time of issuance:

Excellent or Good - an unused book or books which have no defects (missing pages, loose binding, etc.)

Usable or Poor - books that are still usable but exhibit defects

Rebind - books which have serious or many defects

In the event a book is lost or damaged in excess of the normal wear and tear during the year remittance may be required based on the age and condition of the book.