

TEXTBOOKS

1. The principal will be responsible for an inventory of textbooks at the end of each school year. A copy of the inventory will be filed in the principal's office and a copy sent to the Director of Student Services.
2. A requisition (submitted on the appropriate requisition form) for new textbooks to replace worn or discarded books or for newly adopted books will be forwarded to the Director of Student Services on or before June 1 of each year. All purchase orders for textbooks will be written at the central office based on the request submitted by each school. Textbooks will be shipped to the principals of the respective schools. The principal will be responsible for inventory of all new books upon receipt and will forward a copy of the packing list, signed purchase order, and/or invoice to the Director of Student Services.
3. The School Board will provide textbooks, free of charge, to all pupils.
4. If textbooks are lost, damaged, or destroyed, students will be financially responsible for charges to replace or repair the textbook as follows.
 - A. Prior to a student receiving textbooks, the condition of all books is graded as follows:
 - 1) A = excellent
 - 2) B = good
 - 3) C = fair
 - 4) D = unsatisfactory
 - B. At the end of the school year, all students are expected to return their textbooks in good condition. All textbooks will be re-graded by the school when they are turned in. Charges for damaged or lost textbooks will be as follows:
 - 1) No charge for a textbook that decreases only one (1) letter grade; i.e, grade A to grade B.
 - 2) One-quarter (1/4) the cost of replacing the book if the grade of the book decreases two (2) letter grades; i.e., grade A to grade C.
 - 3) One-half (1/2) the cost of replacing the book if the grade of the book decreases three (3) letter grades; i.e. grade A to grade D.
 - 4) Full price if the book is lost or unusable.
 - 5) If a textbook needs rebinding, the student will be charged the current cost of rebinding the book.

ADOPTED: July 1, 1991
August 9, 1994

LEGAL REFERENCE: **CODE OF VIRGINIA**, SECTION 22.1-251

Gloucester County School Board