

GRANADA HILLS CHARTER HIGH SCHOOL

2016-17 Instructional Resource/Textbook Policy and Contract

Instructional resources include, but are not limited to, textbooks, novels, workbooks, calculators, computers, audio/visual equipment etc. Students are responsible for all instructional resources issued to them during the course of the school year. **Students and parents are responsible for the replacement or repair cost for all instructional resources lost, damaged, destroyed and/or not returned.**

- Students are responsible for the unique instructional resources issued to them - each resource has an individual barcode linked to a student's ID number. For easy identification of textbooks, students should write their name on the nameplate inside the front cover once they receive them.
- Students receive a receipt for every instructional resource issued and returned. **It is the student's responsibility to keep their receipts and verify that the identification numbers on the receipt match the instructional resource(s) they receive or return.**
- It is the student's responsibility to inspect their instructional resource for any preexisting damage such as water damage, separated covers, torn spines, and graffiti and to ensure that they are complete and in working order. Students must exchange damaged instructional resources immediately after receiving them. **Students will be responsible for all damage NOT reported within the first two days after the instructional resource was issued.**
- Students should maintain the appearance and cleanliness of resources by doing the following: textbooks should be covered at ALL times; do not write, tag, highlight, or draw on or in any resource; do not stain the resource with food or liquids; do not tear or rip covers or pages of textbooks. Students are responsible for any and all damage outside of normal wear and tear.
- **Do not leave instructional resources in classrooms** even if a teacher says it is okay. Students are responsible for their instructional resources at all times. Teachers are NOT responsible for student issued instructional resources.
- If instructional resources are lost or damaged, students will be responsible for the replacement or repair cost. **Replacement cost of a textbook ranges from \$50 to \$200 per textbook. Replacement cost of a Chromebook is \$200.** Optional Chromebook insurance covering accidental damage is available and information is provided when the Chromebook is issued and/or at the beginning of the school year. The optional Chromebook insurance may be purchased on a yearly basis.
- If an instructional resource is lost, the student must report the loss to the Student Technology and Textbook Office. The student will be issued a replacement resource. The student is responsible for the replacement cost of the original resource that has been lost.
- If an instructional resource has been stolen, the student must immediately file a Deans' Office Statement. A replacement resource will be issued while the theft is investigated. The student may be held responsible for the replacement cost of the stolen instructional resource pending the outcome of the Deans' Office investigation.
- **The school is NOT responsible** for any lost or stolen instructional resources. Parents and students are responsible for the replacement cost of all instructional resources not returned when due.

A \$20 fee per resource will be charged for:

- Late AP Government and Economics textbooks which are due on December 16, 2016 for Fall Semester by 2:00 p.m.
- Late Senior instructional resources which are due on May 30, 2017 by 12:00 p.m. (noon).
- **Every** late grade 9 - 11 instructional resource which is due on June 9, 2017 by 3:00 p.m.
- **Every** instructional resource left in student lockers after the year-end locker clearance deadline (June 9, 2017). All instructional resources must be returned to the Student Technology and Textbook Office by the student to whom they were issued.
- **Every** Summer School instructional resource not returned by July 21, 2017 by 3:00 p.m.
- Tampering with the barcode on the resources. If resources are properly cared for, the barcode should stay intact.

The Student Technology and Textbook Office will be closed Friday, June 2, 2017; it will reopen Monday June 5, 2017 - Friday June 9, 2017 for the return of instructional resources.

Students who have instructional resource debts and/or fines may not be permitted to participate in school activities such as dances and sports until such debts are cleared. Please read the Textbook Replacement Policy on the opposite side before replacing any missing textbooks.

The Instructional Resource/Textbook Policy and Contract is available on the GHCHS website at www.ghchs.com/parents.

We have read and agree to honor the Instructional Resource/Textbook Policy and Contract and Textbook Replacement Policy. We have explained all the terms and conditions to our student, understand the conditions of the school policies, and agree to comply with all of the aforementioned.

Student's Name (Print)

Student's Signature

Student ID# (if available)

Student's DOB

Student's Grade

I have read the above instructional resource/textbook contract and as the parent/guardian of _____
I acknowledge that he/she must abide by the regulations and will be held responsible for all textbooks issued to him/her during the school year.

Parent's/Guardian's Name (Print)

Parent's/Guardian's Signature

Date Signed

This form must be returned at Registration appointment.

2016-17 Textbook Replacement Policy

Students are responsible for all textbooks issued to them during the course of the school year. If a textbook is lost, stolen, or misplaced students have the option to replace the missing textbook by either:

- Reimbursing GHCHS for the cost of the textbook, paid at the Student Store
- Replacing the textbook with a used copy of the textbook, see conditions below

The following conditions must be met when replacing a textbook with a used textbook:

- Contact the Student Technology and Textbook Office to verify textbook replacement eligibility **before** purchasing a textbook replacement.
 - Textbooks in the first two school years of use are not eligible for used textbook replacement and may only be replaced with a **NEW** textbook.
- Used textbook replacements must be in “**used-good**” or a better rated condition.
- Proof of purchase is required, i.e. order confirmation or packing slip.
- Textbook replacements may only be accepted by the Student Technology and Textbook Office. A receipt will be provided to the student once the textbook replacement has been accepted by the Student Technology and Textbook Office.

If you have any further questions please call (818)360-2361 ext. 335.