Instructional Resource/Textbook Policy and Contract

Instructional resources include, but are not limited to, textbooks, novels, workbooks, calculators, Chromebooks, 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. For easy identification of textbooks, students should write their name on the nameplate inside the front cover once they receive them unless instructed otherwise by teacher.
- It is the student’s responsibility to inspect their instructional resource for any preexisting damage and to ensure that all items 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 in any resource; do not stain the resource with food or liquids; do not tear or rip covers or pages of textbooks; do not affix stickers to any item. Students are responsible for any and all damage outside of normal wear and tear.
- 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 $250.
- If an instructional resource is lost, the student must report the loss to the teacher. 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 notify the teacher. 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 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.

If a textbook is lost, students must reimburse GHC for the cost of the textbook at the TK-8 office. Students must pay all instructional resource debts and/or fines before the last day of school.

Student’s Name (Print) ___________________________ Student’s Signature ___________________________

Student ID# (if available) ___________________________ Student’s DOB ___________________________ Student’s Grade ___________________________

Parent’s/Guardian’s Name (Print) ___________________________ Parent’s/Guardian’s Signature ___________________________ Date Signed ___________________________