**Introduction**

[insert name of school] is committed to providing each student with an equitable education. This textbook policy is designed to ensure that all students will have access to appropriate textbooks that will support and enrich their learning experience.

[insert name of school] reserves the right to revise the Textbook Policy, related provisions, and/or fees. Any changes shall be communicated to stakeholders accordingly.

**Policy Goals**

* An adoption cycle that ensures an equitable and fair process for the adoption of textbooks
* Accountability structure for stakeholders.

**Eligibility for program**

* The Program is for registered students of [insert name of school] in classes [insert class] to [insert class]. Admission to the program is on a per child basis.
* Eligibility for the program is through payment of requisite fees towards the Text Book Fund. The money is used for the purchase and/or maintenance of the books and related objects. Terms and conditions apply for the different curricula i.e. CBC and 8-4-4. The fee is standard, non-refundable, and is payable every [insert number of years] years under the 8-4-4 program and [insert number of years] under the CBC program.

**Adoption cycle**

At the beginning of the school year, the student is issued with a set of textbooks to use both in class and at home. The student is expected to use the textbooks properly, care for them and return them to the School in good condition at the end of the prevailing school year.

The student shall present all books to the Class Teacher for inspection at the beginning of each school term. The teacher upon determining the condition of the textbooks shall file a written report on findings to the School Administration.

The School does not allow sharing of books by students.

**Accountability structure**

The class teacher is responsible for the allocation of books at the beginning of the school year, regular inspection throughout the year, collection of all books at the end of the school year, and facilitating the update of the school textbook inventory record.

The student shall be responsible for the proper use and maintenance of the textbooks checked out to him/her and in particular, shall:

* Keep textbooks away from all liquids (e.g. rain, spilled drinks, and leaky water bottles)
* Keep textbooks in a safe place, out of the reach of pets, pests, and small children
* Not write, highlight or draw in the textbook
* Not loan textbooks to another student
* Not tear textbooks
* Return textbook in good condition at the end of the school year or at such other times as shall be determined by the school and communicated appropriately.

**Replacement of Textbook**

In the event of a lost, defaced, damaged, destroyed or unreturned book, whether such violation is willful or otherwise, the student shall be required to make good such violation by meeting the replacement cost of the textbook.

The name of the student will be placed on the obligation list and the obligation shall stay on the student’s record until the book is returned, or a fine equivalent to the cost of a new and current version of the textbook or such other book of similar value as shall be confirmed by the School is paid, or an identical replacement with the current version of the book.

The School shall take all necessary steps to ensure recovery including withholding the student's grades, clearance, or limiting participation in extra-curricular activities.

The parent/guardian of a minor shall be liable for all damages caused by the minor's violation of the textbook policy.