

## Madison City Schools

**MEMO To:** Custodial Parent

**SUBJECT:** Pupil-Parent Responsibilities for Care of State-Owned Textbooks in ACCORDANCE with Section 25 of the Free Textbook Law, Act 221, Special Session 1965 (Ala. Code §§ 16-36-32)

- I. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.
- II. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil, except that pupils must recognize their responsibility for the proper care of the books checked out to them by observing the following practices:
  - A. Keeping the book clean outside and inside.
  - B. Refraining from marking the book with pen or pencil.
  - C. Keeping the pages free from finger prints.
  - D. Avoiding turning down, tearing, or otherwise damaging pages.
  - E. Refraining from placing the book where it may become soiled or damaged by the weather.
  - F. Keeping the book protected with a book cover (optional).
- III. Parents and pupils must accept liability for **any loss, abuse or damage** in excess of that which would result from normal use.
  - A. For such loss or damage, the pupil will be assessed a variable of:
    1. Full price if new when issued.
    2. Seventy-five percent of full price for books two years old.
    3. Fifty-percent for books three years old or older.
  - B. No additional textbooks will be issued to any pupil until all charges for lost or damaged textbook(s) have been paid.
- IV. All textbooks must be returned to the issuing school by the pupil when he /she is promoted or transferred and when he terminates his/her attendance for any reason.

Thank you for your cooperation.

I certify that I have read and understand the above regulations and agree to comply with them (Please return one copy to your child's teacher and keep one copy for your records).

DATE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_