



Oak Park High School

A National Blue Ribbon School
A California Distinguished School

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OPHS Textbook Policy

The California Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

At the beginning of the school year and semester change, it is important for students to check their textbooks and report any damages. **After textbooks have been distributed, students have three weeks to report any damages so they will not be charged at the end of the year.** Do not leave textbooks in lockers overnight or on weekends – **You** are responsible for the condition of your textbook.

All textbooks are due to the OPHS textbook room at the end of the class (semester/year). When students return their textbooks, they are reviewed for any sustained damages. Below is a list of criteria we use when determining what fees to charge for damaged books. The information is provided to ensure there are no unforeseen problems at the end of the year. The fees collected are used to pay for the repair or replacement of books.

Type of Damage	Cost
Lost Textbook	Full replacement cost or replacement book
Mold Damage	Full replacement cost or replacement book
Significant Water/Liquid Damage i.e. more than five pages damaged, dark stains (such as coffee/ink/juice), the stains cover more than one inch of the affected pages.	Full replacement cost or replacement book
Minor Water/Liquid Damage i.e. very little stains on cover, less than 5 pages affected by the damage, the damage covers less than one inch of the pages affected.	\$20.00
Damaged Binding i.e. spine pulling away from book, excessive damage to corners.	\$20.00
Novels Binding damage, water/liquid damage	\$20.00

Oak Park High School gives students that have lost or significantly damaged their books the opportunity to purchase a suitable replacement with the same ISBN # and return it to the school in lieu of the school levying a fine.

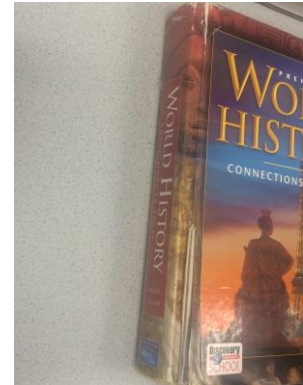
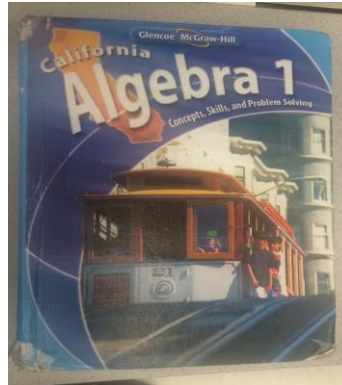
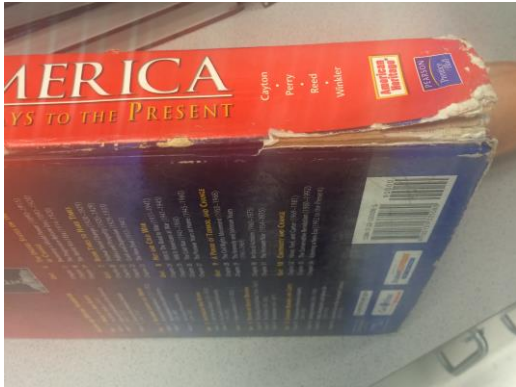
Textbook debts are obligations to the school and if left unpaid can result in the following:
Delay at registration and the student's schedule will be withheld until the beginning of the school year.
Diplomas and transcripts withheld until the debt is cleared.

If a student and parent are unable to pay for the damages, OPHS can provide a payment plan or a voluntary work program to cover the monetary cost.

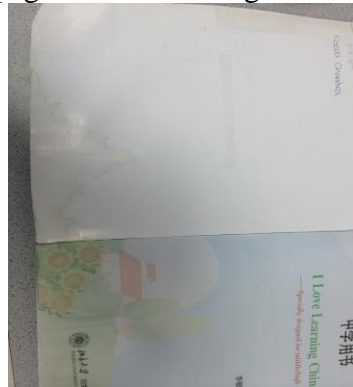
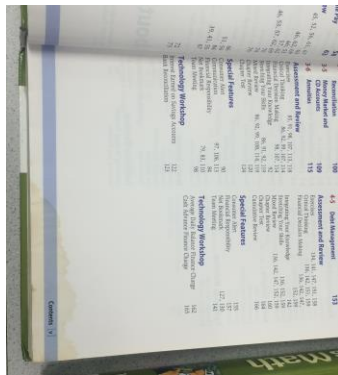
Oak Park High School never wants to impose a fine on a student. Multiple students must use OPHS textbooks over the course of many years. The fines above are solely to replace or repair damaged books.

Examples of Damaged Textbooks

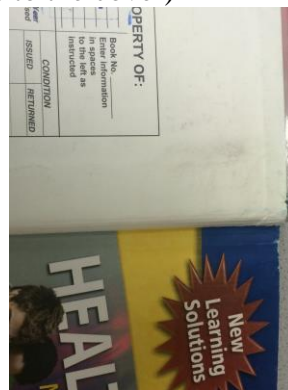
Binding Damage



Major Water Damage (Damage covers more than 5 pages or covers a significant portion of page)



Minor Water Damage (Damage isolated to the cover)



Textbook Care

The following are ways to help minimize the risk of damaging textbooks:

1. Cover all textbooks with the proper sized cover.
2. Keep textbooks away from liquids, (e.g. rain, spilled drinks, and leaky water bottles)
3. Do not store the textbooks in lockers for an extended period of time.
4. Keep textbooks inside of backpacks during inclement weather.
5. Refrain from leaving textbooks on lunch tables in between classes.
6. Keep your books in your possession – do not loan your book to anyone.
7. Keep books in a safe place at home out of reach of pets and small children.