

**TEXTBOOKS AND EDUCATIONAL MATERIALS:  
DISTRIBUTION AND CARE OF**

The Perry Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks, library books, technology devices, or other educational materials are responsible for them and shall reimburse the school for any lost or damaged items. If lost items are returned, the student may be refunded any charges previously paid to the school for the items.

The district may withhold from a third-party transcripts or other school records relating to a student if the student fails to return items or fails to make payment for items not returned. The superintendent or designee is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's/guardian's) ability to pay for lost items and reasons for the non-return of such items. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

In regard to this policy, the district will not prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

**REFERENCE: 70 O.S. §16-121**