



Los Angeles Unified School District  
**Richland Avenue Elementary  
 School for Advanced Studies**  
 11562 Richland Ave.  
 Los Angeles, California 90064  
 Telephone (310) 473-0467; Fax (310) 268-7948

**Austin Beutner**  
 Superintendent of Schools

**Dr. Adaina E. Brown**  
 Superintendent of  
 Local District West

**Gerard Granade**  
 Principal

**Lori Forkin**  
 APEIS

August 18, 2020

Dear Parents,

Textbooks will soon be issued to students for this school year. Your help is needed in assisting us reduce the amount of **LOST AND DAMAGED TEXTBOOKS**. A paperback workbook costs approximately \$25.00 and a hardcover textbook costs approximately \$50.00. As a result of continued budget cuts, it has become increasingly difficult to replace these books.

In an effort to help children learn responsibility, gain respect for property and to enable us to reuse textbooks, it is important that you and your child are aware of LAUSD's textbook policy. The policy states that:

- ❖ Children and parents are to provide protective covers and proper care for all textbooks received on loan from the school. Grocery paper bags and wrapping paper make great covers.
- ❖ Textbooks are to be returned to the teacher when requested.
- ❖ Children and parents are responsible for replacing **damaged** or lost textbooks.

Thank you for your cooperation.

Sincerely,

**Gerard Granade**  
 Principal

\*\*\*\*\*TEAR-OFF AND RETURN TO TEACHER\*\*\*\*\*

## TEXTBOOK RESPONSIBILITY FORM 2020-2021

I have read this notice regarding textbook responsibility. My child and I have discussed the proper use and care of textbooks. **I WILL PAY FOR THE TEXTBOOKS MY CHILD LOSES AND/OR DAMAGES.**

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Signature \_\_\_\_\_

Room \_\_\_\_\_