

TEXTBOOK RULES AND REGULATIONS

Students are responsible for proper care of textbooks issued to them, and are FINANCIALLY responsible for books stolen, lost or damaged.

The school provides the textbooks to students under the following terms:

1. Return the book in the same condition in which it was issued.
 - 1.1. If any damages are found when the book is issued, write it down on the textbook form, provided by the librarian.
2. Write the student's name in the allotted space in the textbook immediately upon issue.
3. Keep all textbooks covered at all times. Book covers are available free in the library.
 - 3.1. DO NOT TAPE COVERS TO THE BOOK, OR THE STUDENT MAY INCUR FINES.
 - 3.2. NO ADHESIVE BOOK COVERS ALLOWED.
4. DO NOT WRITE IN THE BOOK other than the student's name and issue date, or the student will incur fines.
5. Students are obligated to pay for any books not returned by the last day of school.
 - 5.1. Students will initially be unable to check out books for the new school year until outstanding items are cleared.
 - 5.2. Students will be restricted from participation in school dances until all outstanding items are cleared.
 - 5.3. Seniors will be restricted from participation in Prom, the senior trip, graduation, or Grad Nite until all outstanding items are cleared.
6. If a student changes, drops or withdraws from a class, the textbook must be returned to the textbook room immediately.

Book Loan policy:

STUDENTS WILL BE CHARGED THE FULL REPLACEMENT COST FOR:

1. LOST OR STOLEN BOOKS
2. BOOKS DAMAGED BEYOND REPAIR, UNUSABLE
3. RIPPED OR MISSING PAGES

STUDENTS WILL BE CHARGED 10% OF THE COST OF THE BOOK FOR:

1. BROKEN BINDING
2. MINOR WATER DAMAGE
3. TORN COVER
4. UNDUE WEAR TO NEW BOOK

STUDENTS WILL BE CHARGED a minimum \$5.00 fee FOR ANY WRITING OR DAMAGE FOUND IN THE TEXTBOOK.

To avoid fines, students should fill out the textbook damages form, provided by the librarian.

Student Name _____ Grade _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I agree to the textbook policy. I understand that it is the responsibility of the student to return all loaned materials on time and in the same condition in which they are checked out.

Parent/Guardian Signature _____ Date _____