

Book Rental Policy and Procedures

The upkeep of our school materials is the concern of all who are involved; students, staff and parents. Parents assume liability for the willful or negligent destruction of school property by their children.

Books are issued in class to students by number determined alphabetically. The name of the student, book number and condition are recorded by the teacher at the beginning of each school year.

All books are to be carried to and from school in a book bag or backpack.

Students will be held responsible to reimburse the school for losses or careless damage to books and materials. REPORTS CARDS WILL NOT BE ISSUED UNTIL ALL BOOKS ARE RETURNED AND FINES ARE PAID.

At the end of the school year, the books are collected by the teacher, examined, and the condition determined, noted by the teacher and forwarded to the school office.

In the normal course of events, a book will pass through the following sequence over a five year period:

NEW: first year of book use

EXCELLENT: second year of book use

VERY GOOD: third year of book use

GOOD: fourth year of book use

FAIR: fifth year of book use

UNUSABLE: answers in books, ripped out, broken bindings or missing covers, profanity, obscene language

Normal wear will move the book, a year at a time, through the various levels. If a book, in the teacher's opinion, bypasses one of these levels, a fine equal to one year's rental fee per level will be assessed. Fines will be collected in the school office.

If a book is lost, regardless of condition, the student must pay to replace the book.

If a student leaves before the end of the school year, rental books must be turned into the teacher for evaluation and assessment. ALL BOOKS MUST BE RETURNED AND FINES PAID BEFORE RECORDS CAN BE TRANSFERRED.

WORKBOOKS are consumable and issued to the student by name. Students must pay purchase price to replace destroyed or lost workbooks.