

ATTENTION: STUDENTS AND PARENTS

IMPORTANT TEXTBOOK INFORMATION

The books checked out during registration and throughout the school year are assigned to you in the district textbook system. These books remain checked out in your name until you return them and have them scanned in.

- Do not leave books in a classroom.
- Do not loan books to other students.
- Keep books away from pets.
- Cover books to protect them from excessive wear.
- Do not give your books to a teacher and expect him/her to check them in for you.

Put your name in the space provided in the front of the book. Cover books with sturdy paper covers, not cloth covers, and be careful with them. Books are very expensive, and we don't want you to have to pay for loss or damage.

If you do not return your books and have them scanned in, you will be billed for the replacement. Many books cost \$100 or more. They are your responsibility, and you will have to pay for them if they are lost or damaged.

Per district policy, only cash is accepted for fine payment. No checks or credit cards can be processed.

When the semester ends and/or you are finished using a textbook or class novel, bring it to the Library Media Center and have it scanned in.

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Saugus High School Textbook Policies

1. A textbook becomes the student's responsibility from the time the student checks the book out until the time he/she checks it in to the Library Media Center. **This means that the student must pay for a textbook even if the book was stolen or damaged by another person.**
2. Giving a textbook to a teacher does not constitute turning in a textbook. Textbooks must be returned **in person** to a library staff member before the end of the school year.
3. Students must cover textbooks to protect them from excessive wear.
4. Leaving textbooks in classrooms is **strongly** discouraged, since students who leave their books in the classroom are responsible for loss or damage.
5. It is the student's responsibility to protect textbooks from rain and other liquids, as liquid damage will result in a fine up to and including replacing the book.
6. Students will be fined if the textbook is returned with excessive wear, crushed corners/spine, torn pages, animal chew, or writing in or on book.
7. If a student returns a book with a missing or damaged barcode, the student will be charged for the new barcode and processing.
8. Students who do not return or pay for their textbooks and/or fines at the end of the school year will be asked to pay at registration. Students who still have delinquent accounts during fall registration must either return the books or pay the fine(s) before checking out new books for the year.
9. If the student does not have the books and/or cannot pay the fine, the parent must contact the assistant principal overseeing the Library Media Center to indicate in writing that they are aware of the fine, but cannot pay at this time, before new textbooks are issued. If the assistant principal approves the request, the parent will then make arrangements with the Textbook Technician to set up an installment plan to pay off the fine.
10. If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code procedures and may withhold the student's grades, diploma, and transcripts. California Education Code (cf. 5144.1)