

**San Pasqual Union School**  
**TEXTBOOK PROCEDURES**  
**6<sup>th</sup> - 8<sup>TH</sup> GRADE ONLY**  
**School Year 2017-2018**

At the time of checkout, the student must assess the condition of each book for the following:

Spine, corners, end pages, barcode, and text.

The Librarian will also do an evaluation and make note of any noticeable damage. The student will then sign his or her first and last name in ink on the nameplate. The student is then *fully responsible* for the condition of the book upon its return.

All textbooks must be protected by book covers. Teachers will institute random checks throughout the year. If at any time a book shows excessive wear and tear, it must be brought to the librarian's attention. Fines will be as follows:

1. For minor damage, such as dirt, loss of barcode, or markings of any kind, a minimum of \$10.00.
2. For lost or unusable books, students will be charged the full replacement cost plus tax and shipping. This is a minimum of \$60.00.

School privileges may be withheld until fines have been paid. Some school privileges are dances, field trips, class parties, sports, and graduation ceremony etc.

Students are responsible for all books checked out to them. (Do NOT loan your books). Each teacher will have a system in place to ensure that students are using their own textbooks on a daily basis.

**NO BOOKS WILL BE ISSUED UNTIL  
THE 2017-2018 SAN PASQUAL UNION SIGNATURE PAGE  
FORM IS RETURNED WITH PARENT/GUARDIAN AND  
STUDENT SIGNATURE**