Curriculum Library Policies

Spring 2020
APEX CURRICULUM LIBRARY POLICY AND PROCEDURES

WHAT IS THE APEX CURRICULUM LIBRARY?
The APEX Curriculum Library is a lending library for families who are currently enrolled in the APEX Homeschool Program. We have a variety of books, curriculum, and other materials for families to borrow and use in their homeschool setting. Our offerings include most subject areas including math, language arts, science, history, social studies, and art for grades K-12.

APEX families are not required to use items from our library. You are free to choose whatever resources you like for use in your own home. This library is generously provided by St.Vrain Valley School District in order to help our homeschool families obtain high quality homeschool at little or no cost.

WHO CAN USE THE APEX CURRICULUM LIBRARY
Only students who are currently enrolled in the APEX Program may borrow materials from the Curriculum Library. They may check out curriculum within one year of their declared grade level to be used for the enrolled student only. Materials from APEX are not intended for use by siblings who aren't enrolled with APEX.

CHECK OUT / RENEWAL
Most materials may be checked out for one school year. Certain items, such as Phonetic Readers, microscopes, and rock & mineral kits are checked out for a shorter period of time. They may be returned earlier than that if you are no longer using them at home. Most materials can be renewed for use over the summer (returning families only) or for one full additional school year. All items to be renewed must be brought to the library for renewal. Items may not be renewed more than once.

Families with overdue books will not be allowed to check out new books until all items are returned and/or paid for.

TEXTS FOR CLASSROOM USE
All students enrolled in classes that require a textbook will receive their textbooks from their teacher during the first week of classes. Students dropping a class at any time will be responsible for returning textbooks directly to the Curriculum Library, not to the teacher, immediately upon withdrawal from the class.

RETURN DATES FOR BORROWED MATERIALS / OVERDUE MATERIALS
All library materials are due at the end of the school year in June. Late fees (\$5 per book) will be charged to the student’s RevTrak account for any books not returned or renewed before the end of Spring Book Fair in June. Families with overdue books will not be allowed to check out any new books until the overdue books are returned or renewed.

****  Due to Covid-19 safety measures, and the fact that we don't know when we will be allowed to return / renew books -- all late fees will be waived for books due May 2020.

* Graduating seniors must return all materials and pay all outstanding fines prior to May 1, in preparation for participating in the APEX graduation ceremony and release of transcripts.

When a student withdraws from APEX mid-year, all text books, including those for home use AND those for classroom use, must be returned immediately. Failure to return books at this time will result in replacement costs being charged to the student RevTrak account.

Please note:  Fees paid for lost books are not refundable.

Books should be returned clean, undamaged, and in good condition ready for the next patron. When you sign the bottom of your book order form, you agree to these terms. You may be asked to take dirty items home to clean them up and bring them back to return later or be assessed a replacement fee for items that are excessively damaged.
PURCHASING CONSUMABLES
APEX offers consumable materials that accompany our curricula for purchase through the Curriculum Library. These items, such as workbooks, lab books, phonics cards, and history timelines, can be purchased at any time. **We accept cash or check made out to SVVSD only. All consumable items are non-refundable.**

FREE CONSUMABLES FOR STUDENTS IN K, 1, 2
All students enrolled in APEX's K, 1st or 2nd grade are eligible for 2 free consumable items per school year.

RETURNS OF CONSUMABLES
We are unable to issue refunds for any purchased consumable materials or books. We can only issue store credit for items returned unused and in brand new condition.

BOOK SHARK
Number of kits per family
Each family may check out only 1 kit per family. Some exceptions may be made beginning in October if students are more than 3 grade levels apart and the family is in good standing with APEX, subject to administrative approval, and depending on availability. All kits are still due at the end of the school year.  (*see above*)

**Book Shark Consumables**
In order to honor copyright law, anyone checking out Book Shark Science and/or Language Arts curriculum MUST purchase the Activity Pages packet to go with the kit.

BOOK FAIR -- MAY, JUNE, AUGUST
Book Fair is the time when most families return curricula they have used through the school year and place orders for materials for the following year. Information about how Book Fair will run is sent out each year after Spring Break with details about dates for returning, renewing, ordering, and picking up new items.

For New families
New families enrolling with APEX in the spring for the following school year are invited to make an appointment to consult, browse, and order in April and May. They will pay for & pick up books in August.

New families enrolling over the summer will have the chance for a Library appointment to consult, browse, and check out books during Fall Book Fair, beginning in early August.

New families enrolling after school begins may check out books as soon as their enrollment is confirmed.

USE OF LIBRARY SEPTEMBER -- APRIL
All families may return, check out, or purchase books and other library items for students who are currently enrolled in APEX throughout the school year. Library hours will be posted at the school, on our website, and in weekly newsletters.