**Textbook Policy**

Textbooks supplied by the Chicago Public Schools will be issued to each student. Textbooks are loaned to students for a period of one school year. All books should be treated as borrowed property. In the event of loss or abuse of loaned books, whether accidental or purposeful, students must pay for the book(s).

All textbooks are issued through the school bookroom (room 188). Only one copy of each text will be issued. If a student requires a duplicate, they must bring a note from a parent or guardian for permission to replace the lost or stolen textbook.

Textbooks are provided free of charge on a loan basis. Students assume the responsibility for all books issued to them and should return the books in good condition. **ALL BOOKS MUST BE ACCOUNTED FOR PRIOR TO GRADUATION.**

During the course of the year, statements will be provided to students as a reminder to pay for lost and/or damaged books. Any debts over $50 will be mailed home and are due upon receipt. Lost or damaged book fees must be paid before a new book of the same title is issued.

**Bookroom Procedures and Fees**

**Checking Out Books**
1. Students will be issued their textbooks at orientation/registration at the beginning of the school year. Each textbook has a barcode that is assigned to the student’s ID number.
2. If for any reason a student misses orientation/registration, the student will be responsible for reporting to the bookroom during the first 15 minutes of their lunch period during the 1st week of school. Students must bring their student ID to receive their textbooks.

**Returning Books**
1. Students are responsible for returning the textbooks that are assigned to their ID number by the last exam day of the semester. Books will be returned through classroom teachers at a scheduled time. A schedule will be posted by the end of the semester.
2. If a textbook is found in the lockers or in the classroom after the semester, students will be fined $5.00 per textbook. Outstanding textbook debts must be paid in the main office in order to receive textbooks the following semester.