

# Upper School Textbook Policy



All textbooks, binders and folders received by the student from MCA remain the property of Midland Classical Academy. These materials are issued to each individual student, by name, who becomes responsible for their care and preservation.

Students will be issued textbooks only for those classes in which they are enrolled. Students are required to return all textbooks at the conclusion of the class, at the direction or request of the administration, tutor or staff, or if the student leaves MCA.

## Textbook Rules

**New this year – ALL hardback books MUST be covered!**

- 1. Students are not to write, underline, or highlight textbooks, including novels checked out for English or other classes (use sticky notes/tabs). Students will be fined for marking in books.**
2. Textbooks, binders and folders are checked out under the student's name. (See inside cover.) Books are barcoded and linked to each student's account. YOU are responsible for YOUR school materials, even if someone else damages them. Your name inside = Your responsibility.
3. Students are to protect all materials from damage. If you notice a problem with the textbook when it is checked out to you, let the staff know within the first week so you are not held responsible for the damage. If your book begins to fall apart from regular use in the middle of the year or semester, please bring it to the front desk. We will repair or replace it if possible.
4. All textbooks and materials checked out to the student must be returned in good, usable condition, with the barcode still attached to the book or material at the end of a class.
5. **Novels or shorter texts used in English or other classes should be returned as soon as your class is finished with them. Other classes may need those books!** It is permissible to keep novels if you are still using them, but do not start a collection under your bed or in your car! **You may be restricted** from checking out more books until past ones are returned or paid for, if lost.
6. If a textbook or material is lost or irreparably damaged, the student is required to pay the full replacement cost for the textbook, binder or folder.

## Penalties

**Seniors will not be given their diploma until all textbook obligations are met.**

Report Cards, transcripts, school privileges & trips may be withheld until all materials are returned or fines/fees have been paid.

## Fines & Fees

\$5: Missing Barcode or Label

\$5-100% of Cost: Graffiti, Highlighting, Writing

100% of Cost: Lost or Destroyed/Unusable Textbooks

## Student Tips for Textbooks

- Keep your books in your possession. Do not leave your book in a classroom, on a table or in a friend's car.
  - Keep your book away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students must pay for a replacement.
  - Keep books in a safe place at home, out of the reach of pets and small children.
  - Do not loan your book to anyone.
  - Check your textbooks for marks or damage **before** you turn them in.
  - Return books to the Resource Center as soon as possible when you are finished with them, (ask your tutor) or if you know you will be dropping a class, or withdrawing.
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## Upper School Resource Center Policy

The MCA Upper School Resource Center is a quiet place where students can do homework, read or study without distraction or interruption. The Resource Center also houses a number of reference books, fiction and non-fiction titles which may be of use in their studies.

The Student Center, across from the practice gym, is an alternate place where students may talk freely, work in groups, and complete homework at their leisure.

### Resource Center Conduct

1. Talking is not allowed in the Resource Center during school hours. A limited amount of whispering is permitted. If school tutors or staff can hear you from their desks, you are NOT whispering.
2. No food or drink is allowed in the Resource Center. Only water is permitted in closed containers. Mind the books!
3. Do not misuse the furniture. Please keep shoes on the floor.
4. A maximum of 4 students may sit at a table at a time.
5. Please pick up after yourself. Check the desk, chair and floor before you leave.

If a student cannot abide by these rules after repeated verbal correction, they may be asked to leave the Resource Center for the day or for a specified period of time.

### Borrowing Policy

Any books that are not designated as Reference or Resource may be checked out and borrowed from the Resource Center for an unspecified period of time. **Students must check-out the book at the front desk before removing it from the building.** Students are responsible for the proper care and prompt return of any book borrowed. Borrowed books are governed by the same policy and rules as textbooks.

If books are not returned by the end of the semester, fines may be issued for the full replacement cost of the books.

## Reference Books

All Reference books must remain in the Resource Center, and **may NOT be checked out or taken out of the building**. Most of these books are stored on the South wall or in the rolling cart, and include encyclopedias, dictionaries, atlases, historical sets or Biblical reference sets. Most Reference books are designated "Resource" or "R" on their label. Students may use these books while in the Resource Center.

## Printer & Copier Use

Students may print school-related assignments and reference materials from the computers in the Resource Center. Students should select the Printer **HP2015 – MCA – RCDesk on server01**, and retrieve their paper from a staff member at the front desk.

**There is no fee for printing student-authored pages or class assignments.**

**\$.05 per page will be charged for printing pages from the internet.**

**Copier Use:** Students are not allowed to enter the workroom or use the copier. However, copies of school-related assignments and notes may be made by staff members at no charge. Just ask at the front desk.

## Office Workroom & Seniors

Students are not allowed in the Workroom in the back of the Office Suite, with the following exception: Seniors are allowed to utilize the Workroom to work on their Senior Project Classes. Seniors must be doing work for their Senior Project Class or for their Tutor in order to use the Workroom. Seniors will not be allowed to socialize or work on any other classwork in the Workroom.

## Computer Use

Every student has been assigned a unique login name and password which allows them to utilize the computers in the Resource Center. The front desk always has the list of names and passwords. A staff member can provide assistance.

**Login Name: lastnamefirstname**

**Password: 4-digit ID# (see front desk)**

Computers are to be used only for school-related projects. Students misusing computers may have their computer access disabled.

**STUDENT & PARENT SIGNATURE PAGE**

Midland Classical Academy Upper School 2018-19

*One form per student*

Student Name (Print)
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**Acknowledgement of Resource Center & Textbook Policies**

I have read and understand the Upper School Resource Center Policy and the Upper School Textbook Policy provided by Midland Classical Academy. I accept the responsibilities assigned to me by these policies. My signature below indicates my intention to adhere to these policies or accept the penalty as stated in the policy or determined by MCA.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***DO NOT REMOVE TEXTBOOKS FROM THE BUILDING before signing and returning this form.***