



Collegewood Elementary School

A California Gold Ribbon School

Mary Wendland
Principal



Laura O'Donnell
Elementary Learning Specialist

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Library and Textbook Policy 2019-2020

Your student will be checking out textbooks to use for this school year. We would appreciate you speaking to your student about the need to be responsible for all school materials.

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To help your child understand the process and rules of using the library and its reference materials, each student will be involved in an orientation tour with his or her class. Please be aware of the following library policies:

1. Students are responsible for lost or damaged books. A bill for any damaged or lost item(s) will be sent home.
2. Parents may choose the option of purchasing the exact same book (with the same cover, i.e, hardcover/paperback, and binding) as a replacement, for the one marked damaged or lost, and pay the processing fee.
3. The student will lose any privileges for checking out materials until charges have been paid.

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I understand that my child will be using school books that are to be returned at the end of the school year and library materials that must be returned regularly, or upon withdrawal from Collegewood Elementary School. I also agree to be responsible for the full value of books/materials not returned and that a damage fee will be charged for any misused materials in my child's name.

Thank you,
Mrs. Quintana
Digital Media Specialist