

# SCITUATE SCHOOL DEPARTMENT

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April 10, 2019

## TEXTBOOK RETURN AND REQUEST OF TEXTBOOK LOAN TO NON-PUBLIC SCHOOL STUDENTS

### LOCATION TO DROP OFF AND PICK UP TEXTBOOKS:

North Scituate Elementary School; 46 Institute Lane, North Scituate

*\*Books and/or orders will not be accepted at the Superintendent's Office. \**

Textbooks borrowed for the 2018-2019 school year must be returned to North Scituate Elementary School **Tuesday, June 18, 2019, Wednesday, June 19, 2019 or Thursday, June 20, 2019 between the hours of 9:00 AM and 1:00 PM.** Textbook orders for the following year must be placed during this time also.

2019-2020 orders will be available for pick up **Tuesday, August 6, 2019; Wednesday, August 7, 2019; Thursday, August 8, 2019 and Friday, August 9, 2019** at North Scituate Elementary School between the hours of **9:00 AM and 12:00 PM.**

**Please note: No one will be available to process book orders at North Scituate Elementary School at any time other than those listed above.**

The order must include all of the following:

- book title
- publisher
- copyright date
- ISBN (10 or 13 digit)
- student's name
- address
- telephone number
- school
- grade

Textbook requests that do not have the above information will not be filled.

Please remind your student to use book covers to protect the books. Students may not write, highlight or in any other way damage the textbooks, unless of course they are of a consumable nature, which will be noted when the books are given to the parent. If there is excessive damage to a book, parents will be charged a fee to restore or replace the book.

If you have any questions or comments, please do not hesitate to call our office at 647-4100.

Jennifer Carnevale  
Textbook Loan Coordinator

The Scituate School Department does not discriminate on the basis of age, sex, sexual orientation, marital status, race, religion, national origin, color, creed, political affiliation or disability in any of its educational programs and activities, and in employment and application for employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1965, the Age Discrimination Act of 1975, and other federal and state laws that prohibit discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Employment Officer, P.O. Box 188, North Scituate, Rhode Island 02857. Telephone: (401) 647-4100; Email: [EEO@ScituateSchoolsRI.net](mailto:EEO@ScituateSchoolsRI.net). You may also direct inquiries directly to: Office for Civil Rights (Boston Office), U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111; Facsimile: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov). If you require an accommodation to attend a meeting or program at a school, call the Equal Employment Officer at least two business days in advance of the meeting or program.