

Larchmont Charter School Textbook Agreement

Textbook Agreement

Books issued to students are the property of Larchmont Charter School. LCS supplies each of its students with books in order to support and enhance learning, and students are allowed to use the books for the duration of the school year. Students are expected to care for books and textbooks and return them in good condition, for use the following year. Books should be covered at all times. Students are not to write, highlight or mark in texts in any way, and books should be kept away from food or drink.

Students who damage or do not return books may not be able to participate in extra curricular activities until such time as the books are returned or Larchmont Charter School is reimbursed for any lost or damaged books. Extra curricular activities are defined as, but not limited to: athletic activities, non-academic field trips, class day ceremonies, graduation ceremony, assemblies, dances, competitions, and clubs.

If books are lost or damaged, a fine will be assessed up to the full replacement cost of the book, which may exceed \$100. The exact replacement value shall be processed through the Head of School or designee. Furthermore, students who do not return books will have report cards and transcripts withheld until any and all fines are paid.

Additionally, students who fail to return books from previous years will not be assigned a book for the current year until the replacement cost is paid. Textbooks are a huge expense; maintaining these texts for as long as possible is a big benefit to our school and Larchmont's budget.

Student Book Contract

We are very pleased to assign a textbook for your use in class and at home. By receiving this book, you as the student (and the parent/guardian) accept responsibility for its care and use. Please be aware of the following student responsibilities:

- You must remember to take the book home as needed. This will require that you keep track of your assignments and know when your textbook will be required to successfully complete work at home.
- You must remember to bring the book to school every day. The book must be available daily for classroom instruction and having your own copy in class is important to maximizing your access to the information.
- The book must be returned in good condition that allows for it to be used by future classes. The books must be covered and handled respectfully, and at no time are you allowed to write or mark on any part of the book. Please keep the book away from food and drinks and any other elements that may cause damage.

By signing below, we acknowledge that we have read and agree to the Textbook Agreement and Student Book Contract. Failing to return or maintain texts in good condition will result in fines to replace a lost or damaged book, at the full replacement cost of the text.

Book Name: _____ Book Number: _____ Date: _____

Student Name (Print): _____

Student Signature: _____

Parent Name (Print): _____

Parent Signature: _____