



OPHS TEXTBOOK CONTRACT 2019-20

OPHS makes every effort to provide textbooks to all students in acceptable condition. If you receive a textbook/novel that is not acceptable, i.e. stains (food or liquid), ripped pages, or loose binding, bring the textbook/novel to Mrs. Welin, in the College and Career Center, room C-6, between August 6th and August 23th. You are responsible for the condition of the books once checked out to you, as well as the replacement cost.

The following are important textbook procedures/guidelines for all OPHS students:

Textbook Check-Out:

- Check your Q account under School Materials for a complete list of the textbooks/novels that have been checked-out to you
- If you check-out a novel with your English class and you are not comfortable with the condition, please bring it to Mrs. Welin, in the College and Career Center, no later than three (3) school days after you have received the novel
- OPHS recommends you cover all textbooks. Please note that incorrect cover size may damage the book
- Do not place food items/beverages next to your books
- You are responsible for all textbooks/novels left in your locker, as well as any damages incurred by environmental elements

Textbook Check-In:

- All textbooks/novels will be inspected by OPHS textbook personnel at the check-in process at the end of each school year
 - All textbooks/novels are to be returned by the last day of school, May 22, 2020
 - Textbook damages for which you are responsible include: food/liquid damage, ripped/separated bindings or ripped/missing pages
 - A damaged or lost textbook/novel may be replaced with a new or gently used book with a matching ISBN# and must be replaced and received by Mrs. Welin by May 22, 2020
 - For a complete list of OPHS books, ISBN #'s and price, see the OPHS website, oakparkusd.org/ophs, (under Departments tab, then Textbooks and Policy)
- Textbooks/novels may not be returned after May 29, 2020 due to inventory preparation for the 2020-21 school year
- Any textbooks/novels not returned by May 29, 2020 will be charged the full amount per book. (*See OPUSD Board Policy 6161.2 and CA Dept. of Ed Policy EC Section 48904(a)(1), 48904(b)(1)*)
- Receipt of grades, diplomas, and transcripts will be delayed until all textbook fees are resolved (*See OPUSD BP 6161.2, EC Section 48904 (b)(1)*)
- Registration for the following school year will be delayed until all textbook fees are resolved

Please direct any questions to Mrs. Welin at lwelin@opusd.org or (818) 735-3300, ext. 6043.

☐ I agree to the above stated textbook/novel check-out and check-in requirements.

Print Student Name

Sign Student Name

Date

Parent Signature

Date