

TEXTBOOK CONTRACT 2018/19

The Administration believes all textbooks/novels are in acceptable condition for check-out. If you receive a textbook/novel that is not acceptable, ie. stains (food or liquid), ripped pages, or loose binding, then bring the textbook/novel to Mrs. Welin, in the College and Career Center, between August 7th and August 24th. You are responsible for the condition of the books checked out to you after August 24th.

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 two school days after you have received the novel.

A complete list of the textbooks/novels that have been checked-out to you are listed on your Q account under School Materials.

TAKE CARE OF YOUR BOOKS. You are to use the correct size book cover on all textbooks. Do not place food items or beverages next to your books. Books stored in lockers are exposed to environmental elements. You are responsible for books that are damaged in your lockers. Lockers are designed for daily use – not book storage.

All textbooks/novels will be inspected by textbook personnel during the check-in process according to OPUSD guidelines and policies. All books must be returned with the Inventory Bar Code sticker on the inside of the cover of the book or the book will not be returned. You are responsible for any textbook/novel damage such as food/liquid damage, ripped/separated bindings or ripped/missing pages. If you damage or lose a textbook/novel, you do have the option to replace the book with a new or gently used book with a matching ISBN #. The replacement textbook/novel must be received by Mrs. Welin by May 31, 2019. For the list of OPHS books, ISBN #s and price, select Textbooks and Policy under the Departments tab from the OPHS website www.oakparkusd.org/ophs.

All textbooks/novels should be returned by the last day of school, May 24, 2019. Any textbooks/novels returned after May 24th are subject to a \$5.00 per book fee. After May 31, 2019, no books may be returned due to inventory preparation for the 2019/20 school year. At this point, any textbooks/novels not returned will be charged the full amount of each book at the 2019/20 registration. You will not be able to register for the 2019/20 school year until all book fines have been paid.

Please direct any questions to Mrs. Welin at lwelin@opusd.org (818) 735-3300 x6043

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

Print Student Name

Sign Student Name

Date

Parent Signature

Date