



# Textbook Guidelines

**All books are checked out with a bar coding system like a library. Only books coded to a student can be returned to clear them. To help ensure that you (your student) do not incur fees for lost or damaged books the following steps should be observed.**

1. Students should write their name on the inside covers of all texts/novels immediately upon receiving them.
2. All texts are to be covered with brown paper book covers. Free covers are provided at check out. Covers **should not** be taped to the inside cover of texts. **Stretch book covers and peel-and-stick covers do not** protect book corners and bindings from damage and **should not** be used.
3. Teachers **are not** responsible for texts left in the classrooms, students **should not** leave them in classrooms.
4. The condition of the book is listed in the computer. Students have one school day after receiving a book to bring it back to the bookroom to list any damages they think may not already be noted.
5. Students are not charged for normal wear to texts. They are charged for such damages as writing, removing/damaging coding stickers, or damage to the spine and corners if torn or split. **Please do not attempt to repair damage**. Bring the text to the bookroom for repair.
6. All fees are listed on all report cards. You may contact the business office to get a list of the fees.
7. Books should be returned on time to Mrs. Puckett in the bookroom, not your teacher, to insure books are cleared properly. Novels are due within 2 days of assignments being completed. Books are not accepted during class time unless the teacher schedules a class return time. **It is the student's responsibility to return texts immediately upon courses being dropped.**
8. All official transcripts and diplomas can be withheld if fees are not cleared.