

LOST BOOKS

A book is considered lost if the student reports it as lost or if the student fails to bring it to class for 3 days in a row.

- Teachers must follow the building's identified processes and protocols for notifying the building's Textbook Administrator(s) of lost textbooks.
- When a student has either reported a lost textbook or has not brought the book to class for more than three (3) days in a row, teachers are to make contact with the student's parents/guardians as well as initiate the building's processes and protocols for lost textbook.
- Building's Textbook Administrator logs in Destiny that the book is lost and records fine
- Building's Textbook Administrator(s) or his/her designee sends letter home indicating five (5) days to locate the textbook or pay the fine.
- Building's Textbook Administrator assigns (checks-out) another book to the student
- Parents pay the fine through the appropriate office. All fines collected will be reimbursed to the Office of Curriculum and Instruction.
- Fines paid on books which are located and returned within 15 days, or June 30, whichever is first, shall be subject to a full refund
- Student participation in extra-curricular activities may be denied if there are unpaid fees or fines