

Laurel High School's Textbook Policy

- When textbooks are issued to students, all teachers are to use the Hold Report Card Form. Students fill in their name, student number, grade, textbook title, textbook number and sign the form. Teachers keep the forms until the textbook is to be returned at the end of the semester or the end of the school year.
- When the textbook is returned, the teacher indicates the date, initials the line at the bottom of the form showing the textbook was returned, and gives the form to the student as a receipt. Each student should receive an initialed form as a receipt for each textbook they return.
- When a student does not return a textbook on time, the teacher then completes the form by noting the current replacement cost of the text and submits it to be entered in the county system as a hold. If a textbook is returned damaged, the teacher indicates the amount to be charged for the damage fee and submits that information also as a hold to be entered in the county system.

Once the form is submitted for data entry, the student is considered to be in a *Hold Status* until the following steps are followed to clear their hold.

1. During the teacher duty days, a student with a hold returns their textbook to the teacher, who then signs a copy of the original form they made for this purpose.
2. The student must then take their signed form, as their receipt, to the appropriate person to be cleared. Currently, they would see Ms. Barnes, in the main office. ***This is a most important step in this process, as returning the textbook to the teacher does not automatically clear the hold.***
3. Once the student has seen Ms. Barnes steps will be followed by the appropriate staff members to delete the student's hold from the county system. Students will be given a copy of their signed form to keep as a receipt. Please be aware that due to a very short turn around time for county deadlines there is an overlap period where holds are being entered and cleared almost simultaneously. **Students are encouraged to maintain their receipts as proof of returning the textbook and use them if necessary to clear any confusion that may result because of these deadlines.**

If you received a hold letter from the school instead of your student's report card, please follow the procedure listed below to clear the hold.

1. Payments for lost textbooks, fundraisers, uniforms, library books and fines, etc., should be taken to the main office to Ms. Barnes, or her back-up during her vacation days.
2. You will receive an itemized receipt for all transactions and the report card once the obligation is completely cleared.
3. Textbooks that were found in lockers at the end of the school year were listed by title and book number. If you are missing a book, those lists, available in the main office or with department chairpersons, can be checked to see if the book was found at that time.

Procedure has been set requiring you pay for textbooks that were not returned. If there is a reason you believe the book is in the building and it was not listed on the locker lists, students can ask the appropriate classroom teacher or department chairperson to verify if the book is here when teachers return to school in August.

1. If a book is located, the teacher or department chair should put the information in writing for the bookkeeper, Ms. Hall, to write a refund check to the parent.
2. The student should then take that note, along with their receipt, showing proof of payment to Ms. Hall in the Annex for her to process. Note – Checks are written once a week.

NOTE –Laurel High School does not keep any funds collected for lost textbooks or damage fees as they must be remitted to the Board of Education.

Encourage your students to be responsible for their textbooks and return them on time to avoid this entire process.