PLEASE SIGN AND RETURN TO THE LIBRARY DURING HAWK WALK!

Laguna Hills High School
<u>TEXTBOOK INFORMATION</u>

. Here are some suggestions for taking good care of your books:

- **DO** write your name in the front cover in the space provided. **DO NOT** write or draw any other place in the book.

- **DO** check for damages when you get your books. <u>You have **2 weeks** to bring the damage to the attention of the library staff. If you fail to do this, we will assume the damage was caused by you and you will be held financially responsible.</u> (See Student/Parent Handbook).

- **BOOKS** are checked in/out to individual students by a specific barcode number. **Returning another student's book will not clear your account.**

- **DO** keep track of your books (distinctive cover, name inside). **DO NOT** <u>leave books in classrooms, even with teacher permission</u>. **DO NOT** trade or loan your books with anyone. Textbooks are your responsibility, not your teachers or your friends.

- **DO** cover your books. **NO STICKY COVERS, NO TAPE**. (You will be charged for any damage).

- **LOCKERS** are for convenience only. It is not mandatory that you use them. Books that are stored in lockers may become damaged by water leaks or may be stolen. **YOU** <u>are responsible for whatever happens to your books the whole time they are checked out to you whether lost, damaged or stolen.</u> (Refer to Student/Parent Handbook).

- **RETURN** books to the library immediately after the class is finished for the semester/year.

- California Department Of Education Code # 48904(b) states that "**<u>Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand…may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages…</u>"..

Student Name (Please Print)_____ **I.D.#**_____

Parent Signature_____