

SCHOOL-BASED DECISION MAKING

Policy Format

School: Hite Elementary School

Subject of the Policy: Lost Library Books

Policy Statement:

Lost books must be paid for, not replaced. If the lost book is found and returned in good condition within three (3) months, a refund will be issued.

DAMAGED BOOKS:

Any book that is returned that has been damaged and can no longer be used by other students is the responsibility of the borrower. Notice will be sent home with the child along with the cost of the book. The child has four (4) weeks to pay for the book before check-out privileges are suspended. Once the book has been paid for, check-out privileges will resume.

OVERDUE BOOKS, LOST BOOKS

Once a book is two (2) weeks overdue, a notice is sent home with the child. A book is considered lost if it is overdue more than four (4) weeks. At that time, the student's check-out privilege is suspended. A note advising the parent of the "lost" status along with the price of the book will be sent home.

Check-out privileges will resume once the book is paid for or returned. If the book is found within the next three months, the money will be returned.

Date of 1st Reading: 01/19/00

Date of 2nd Reading: 02/16/00

Date Adopted: 02/16/00

Date Revised: 03/19/08

Date Revised: 03/20/13

Signature



SBDM Council Chairperson