

## PROCEDURE FOR MISPLACED OR LOST BOOKS

1. **Teacher** should first inform the student that the consequences of an unreturned book results in a loss of 25 points AND fine for the book.
2. If unreturned, **teacher** should inform **LC (Lori)** if a letter needs to be sent home requesting assistance in finding the book or receiving payment. (Money paid will be sent downtown and eventually deposited into that cadre's account.)
3. **Lori** will send home a letter electronically to Sharon, who will mail it home. One copy will be given to the homeroom teacher and another kept in a file in the office. (A sample of this letter is below.)
4. The **teacher** will track receipt of the book and will complete misconduct if it is not returned within a week. In that occurrence, the misconduct will be given to the ALC staff person for processing.
5. **Administration** will process the misconduct and deduct 25 points from the student, but will inform him / her that some points will be restored if the book is found and returned.
6. **Teacher** should inform the Head Secretary (Sharon) if the book is returned. She will inform the administration. If the book is returned within a week of the issued misconduct, the student will earn back 15 points.

In addition, inform the Head Secretary if the book is eventually returned -- even if not within the week -- so that payment can be reimbursed. In this instance, however, student will not be allowed to earn back any points.

-----  
(sample letter)

June 6, 2006

Dear Parent/Guardian of \_\_\_\_\_:

Your child was issued a novel for use in his/her \_\_\_\_\_ class. During the collection of those texts, your child indicated they have lost or misplaced the book entitled \_\_\_\_\_. It is made clear to students that the book is their responsibility and that they are held accountable for its cost. Please help your child look everywhere to locate the book.

If you cannot locate the book with two weeks, the cost of replacing it is \$ \_\_\_\_\_. The money should be given to Ms. Smith in the main office, who will issue a receipt for it. Please send either cash, or a check made out to Sennett Middle School. If the book is found and returned to Sennett, your payment will be refunded. However, failure to either pay the fine or return the book will result in lost privileges and points for your child in the future. Thank you for taking care of this matter.

Lori Hillyer  
Learning Coordinator  
204-1927