

Student Contract

2006-2007

These are very important document of accountability. They must be read carefully, signed and dated before a student may receive their Textbooks.

Student (Print): _____, **Grade:** _____

Textbook Policy

1. It is my privilege and not my right to check out 1 set of textbooks from ECA in accordance with my current schedule.
2. When my schedule is changed, I must return the textbook for the course I dropped as soon as possible so that other students may check out the textbook. I must present the new schedule for the new course.
3. I should not write on any of my textbooks. I have the first week after checking out all my textbooks to report any pre-existing conditions like: missing pages, obscenity writing and damages in the textbooks. After that I will be held responsible.
4. I will have a free workbook to write in for some of my courses. However, I will have to pay a \$5.00 fee for a new workbook if I lose the first one.
5. I am responsible to bring my textbooks to my classrooms every day. I am not to use someone else's textbooks.
6. I am to take good care of the textbooks. I should not lend them to others. I should not leave them around. I should **not** use any book cover.
7. In case of lost or damaged textbook, I must pay a \$60 replacement fee in the Accounting office inside the student office. Before I may receive a new book, I must give Mrs. Hernandez a copy of the receipt. **A full refund** will be given when the lost book is found, provided it is in good condition.
8. It's a kind act, though, to help find the owner of the textbooks or turn them in to the library if I find someone's misplaced textbooks.
9. Stealing is not right according to the Bible. It hurts the person I've stolen from and it hurts my character and affects people's trust in me. It grieves God's heart to see me doing that.
10. I should present the textbook that I checked out or the receipt of \$60 replacement for lost/damaged to each of my teachers before I am allowed to take the mid term or final exam. Otherwise, I will receive a "0" for that exam. No make ups!
11. **Upon graduating, withdrawing from school, or at the end of the school year, I must return all textbooks and/or pay the replacement fee before the school may issue my grade report, transcript and other important documents.**

I have read the Textbook Policy. I agree to obey the rules.

Signature: _____ **Date:** _____