



## Vancouver College Textbook Department

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Dear Parents and Students,

The 2019-2020 school year is fast approaching, and there are a number of reminders regarding textbooks and locks. We request all of you to come on your assigned day to receive your textbooks. This will facilitate a more speedy distribution of textbooks. In the event that you are unable, do not despair! The Bookroom will remain open for the first week of the school year at designated times. These times will be posted at the Bookroom and at the Main Office starting September 4th. *The Bookroom is located in Manrell Hall just in the Dining hall by the vending machines. (if you are still unsure, please ask at the Main Office, and they will be happy to direct you).*

Students in Grades 7-12 will require combination locks for their book locker and for their P.E. locker (football also requires a separate lock). These locks must be **SCHOOL LOCKS (issued by the school)**, and are available for purchase at the Bookroom during textbook distribution. The cost is **\$8.00 each**.

Before any textbooks are issued to your son both you and your son must read the attached Textbook Policy and sign the attached Responsibility contract.

All Grade 12 students must submit a post dated cheque for \$350.00 as a textbook deposit. The cheque must be payable to Vancouver College and needs to be dated for June 30, 2020. This cheque will be cashed by the school, in full, if your son has not returned all of his textbooks or paid the appropriate fine for all lost or damaged textbooks by June 30, 2020. If your son returns all of his textbooks in good condition, this cheque will be destroyed.

Returning students who have not yet paid for unreturned or lost/damaged textbooks from the previous school year will **NOT** receive textbooks until these books are paid for. We remind all parents and students that **YOU** are responsible for your textbooks, including damages that may incur. If you find any damages upon further inspection, we ask you to exchange your books during the **FIRST WEEK**. If not, you will be fined for these damages. We ask you to cover your textbooks, using either paper or clear plastic. Please **DO NOT** use any coloured adhesive covers.

All books are assigned a specific bar code and it is with this bar code we are able to track the books. Your son will have all his books signed out to him with bar codes and when they are returned to the school the same bar code needs to be scanned back in, please have your son record his bar codes in his agenda otherwise your son may be charged if his original books is not returned.

The schedule for textbook distribution is as follows:

<i><b>Grade</b></i>	<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Surname(s)</b></i>
7 AND 8	Monday, August 26	8:30am – 12:00 noon 1:00pm – 3:30pm	A-Z (Gr. 7) A-Z (Gr. 8)
9	Tuesday, August 27	8:30am – 12:00 noon 1:00pm – 3:30pm	A-M N-Z
10	Wednesday, August 28	8:30am – 12:00 noon 1:00pm – 3:30pm	A-M N-Z
11	Thursday, August 29	8:30am – 12:00 noon 1:00pm – 3:30pm	A-M N-Z
12	Friday, August 30	8:30am – 12:00 noon 1:00pm – 3:30pm	A-M N-Z

Thank you for your cooperation.

Yours sincerely,

The Bookroom Staff



# Vancouver College

## Textbook Department

FORM I

# RESPONSIBILITY CONTRACT

### A. Student Information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### B. Student Contract

I, \_\_\_\_\_, take responsibility for:  
Student's Name – Please Print

1. Maintaining the books in the condition in which I receive them.
2. Ensuring that all books are covered appropriately. (No coloured adhesive covers!)
3. Ensuring that no graffiti will be placed in the book by myself or others.
4. Reporting all lost or misplaced books immediately by completing the *Lost Textbook Form*.
5. Ensuring the books with bar codes I receive are the same books/bar codes I return.

\_\_\_\_\_  
Student's Signature

### C. Parent Contract

I, \_\_\_\_\_, understand and agree to the following:  
Parent's Name – Please Print

1. Students who have not returned textbooks from the previous year will NOT be issued textbooks for the current year.
2. Parents will be charged costs for damaged or lost textbooks. Students will not be given any textbooks until all costs have been paid.
3. Grade 12 Students have submitted a textbook deposit (a post dated cheque \$350.00, dated June 30<sup>th</sup> 2020).

\_\_\_\_\_  
Parent's Signature

**D. See SCHEDULE for assigned distribution day.**

**E. CHECK you have received correct textbooks.**

**F. Copy down the bar code number for each book in the front of your agenda.**

**\*\*\* Vancouver College issues ONE set of books per student.  
\*\*\*\*\* This form MUST be submitted to receive textbooks. \*\*\***



# Textbook Policy

:: Vancouver College Textbook Department ::

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*This is an expanded version of the Responsibility Contract that you signed when you received your textbooks.*

1. **Your textbooks are your responsibility.** You must maintain them in the condition in which you receive them. This means that when you return your books at the end of the year, they should be in the same condition they were in at the time you received them.
2. **Cover your textbooks.** This protects the book, and helps it last for several years. Paper and clear adhesive covers are acceptable. Coloured adhesive covers, or anything that covers the textbook barcode are NOT ACCEPTABLE. Teachers will enforce this policy of covering textbooks.
3. **Do not write in your textbooks.** Any graffiti or writing of any kind in the textbook is UNACCEPTABLE, and there will be consequences either from your teacher or from the Bookroom Staff. You must also ensure that no other students graffiti or deface your textbooks. *It is recommended that you write your name and year on the inside front cover of the textbook.*
4. **Do not share textbooks.** This policy is for your own sake. When you receive your set of textbooks, they are signed out to you. When you return them at the end of the year, you must return YOUR textbooks. You should ask the Bookroom staff if you have returned all your books. You can return every textbook in the whole school, but if you do not return your own, you will be charged.
5. **Report all lost textbooks immediately.** The “Lost Textbook Form” is available from the Main Office. You should complete this immediately if your books are lost or stolen. In any case, you will have to pay for the textbook, even if it is stolen. If a stolen book is found, you will receive an 85% refund.
6. You are able to request a textbook if you provide an adequate reason. Forms for this are available from the Main Office. For example, you may need to do this if you change or drop a course.
7. All Grade 12 students must submit a post dated cheque for \$350.00 as a textbook deposit. The cheque must be payable to Vancouver College and needs to be dated for June 30, 2020. This cheque will be cashed by the school, in full, if your son has not returned all of his textbooks or paid the appropriate fine for all lost or damaged textbooks by June 30, 2020. If your son returns all of his textbooks in good condition, this cheque will be destroyed.

**\*\*\* YOU ARE RESPONSIBLE FOR YOUR  
TEXTBOOKS \*\*\***