



Henry J. Kaiser High School

Contact Information

(909) 357-5900

11155 Almond Ave.

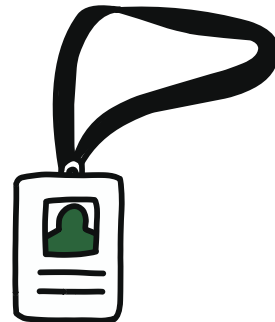
Fontana, CA 92337

KAISER HIGH SCHOOL



LIBRARY MATERIAL POLICY

CHECKING OUT MATERIAL



Every student needs to present their student ID card to check out items from the school library. Students are solely responsible for each barcoded item checked out to them. This includes laptops (and charger), textbooks, calculators, and novels. Library material must be returned in good condition to avoid fines being added to a student's library account. Students should never leave items checked out to them unattended in classrooms. Items can be stolen, exchanged with another student, or damaged.

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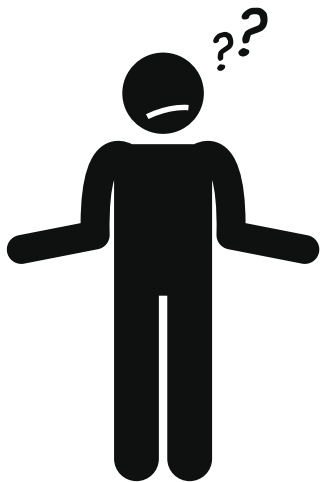


LIBRARY MATERIAL POLICY

LOST/DAMAGED MATERIAL



Each student is responsible to carefully check their textbooks as soon as they check them out for any previous damage which may have been missed by the librarians. If you have any concerns about the condition of any library material such as torn pages, excessive writing, liquid damage, etc., inform the school library staff WITHIN TWO WEEKS of checking them out by bringing the items back to the library or completing the online "Library Material Damage Form" found on the library webpage of the Kaiser HS website. Fines are assessed according to the severity of the damage and range from \$3 to the full price of an item which cannot be reissued.



KAISER HIGH SCHOOL



LIBRARY MATERIAL POLICY



LAPTOPS

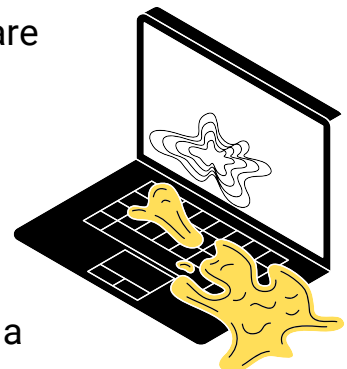
Laptops are checked out to each student. The Student Acceptable Use Agreement & One to One Distribution Agreement must be on file prior to students checking out a laptop. If the laptop becomes damaged, please report it to one of the school librarians for further instructions.

DAMAGE

Parents/Guardians will be responsible for a maximum of \$50 (per incident) towards the repair or replacement cost of either the laptop or charger. This is in the event of damage due to neglect, intentional abuse, or misuse. Damages include but are not limited to:

- Broken screen
- Missing keys
- Liquid damage
- Graffiti removal (including unauthorized stickers)

Visit the "Laptop Support" section on the district website for a detailed list of fines related to student laptops.



KAISER HIGH SCHOOL



LIBRARY MATERIAL POLICY



DUE DATES

For semester classes, library material is **DUE** before winter break. For yearlong courses, library material is **DUE** before the end of the school year. Students will be informed of due dates and fines each semester. If a student has paid for damages or lost library material (including laptop fines), they are **RESPONSIBLE** for bringing the receipt showing proof of payment to the school librarians for their record to be officially cleared.