



August 14, 2017

Dear Parent or Guardian,

This letter is to inform you of your responsibility with regard to our school library circulation policy. For success in reading, students need many opportunities to interact with good books by reading them and by hearing them read aloud both at school and at home. It is for this reason that our school library policy permits students to take their borrowed library books home.

We will be discussing the meaning of this responsibility with your child. We will need your help in making sure that the books are kept in good condition and are returned to the school library on time. **Parents will be expected to pay \$20.00 to replace any lost or damaged books.**

The following are ways to help your son or daughter assume this responsibility:

1. Model careful handling of library books.
2. Help your child find a safe place to keep the books during the borrowing period.
3. Help your child remember to return the books on time.

While the books are in your home, we hope you will:

1. Read them aloud to your child.
2. Have your child read to you.
3. Have your child read silently.

Giving all students access to library resources at school and at home is one way we hope to improve your child's opportunity for academic success. **Your child in grades 1 – 5 will be permitted to bring up to two books home for a period of two weeks after he/she returns the signed form below. Kindergarteners keep their books in their classrooms.**

Please sign and return this portion with your welcome packet:

I have read the letter describing the school policy on home book circulation.
I have discussed this responsibility with my son or daughter.

Parent's Signature _____ Date _____

I promise to take good care of library books and to return them when they are due.

Student's Signature _____ Room _____

Please print student's name: _____