

Dear Parents,

As we prepare for the upcoming school year, we are working hard to ensure that each student is given the proper textbooks so that every student is prepared for class and given the best opportunity for success. As in the past, we will track each book through a unique number associated with the student so that we can track the return of each text. We have made the process of book collection and distribution more efficient by moving our recording process to the digital world with the introduction of bar codes for each text book. A sticker has been affixed inside each book and we will use that code to ensure that each book is distributed, collected and credited to the correct student.

It is imperative, therefore, that the students take enough care with the books so as not to make that bar code unreadable by the end of the year. If a book is returned with writing over the code, or with a torn sticker, or the page with the sticker is missing, we will be unable to credit that return to the student. The student will then come up in our system as owing a text and we will be forced to charge the student for a replacement book. Additionally, if a student borrows a friend's book during the year and returns the one belonging to the other student, that student will continue to owe a text, even though he returned something at the end of the year. The returned text must be the one issued to the student for the student to receive credit for the return.

Additionally, students are responsible for the upkeep of the text. If a book is returned in a condition which makes it inappropriate for us to continue to use it, we will have to charge the student to reimburse us for the purchase of a replacement book.

We ask that you partner with us in making sure that we can maintain our inventory and move through our distribution and collection calendar with few concerns. If you have any questions, please feel free to contact me.

Thank you,

Rabbi Daniel Rosen

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