Dear Parent/Guardian,



 Welcome to the beginning of a new school year! With a new school year, comes many new responsibilities and expectations as a Brown Middle School Dolphin. A very important responsibility is the management and maintaining proper care of his/her textbook. Textbooks are the property of the State of Georgia and as a district; we are required to oversee textbook usage and proper care. Below, you will find an outline of the Student and Parent/Guardian responsibilities for textbooks at Joseph Emerson Brown Middle School along with a permission form for you to sign granting permission for your child to bring textbooks home to use during the school year.

Student and Parent/Guardian Responsibilities

* Keep textbooks covered at all times.
* Return textbooks to the school if and when the student **withdraws** from the school.
* Write the student’s name inside the designated area inside the front of the book.
* Keep textbooks in good condition**. Both** the student and textbook manager will review the text book before it being distributed to the student.
* Reimburse the school for any lost, destroyed or damaged textbooks issued to the student.

 Before any student may checkout textbooks from Brown Middle School for at home purposes, a parent or guardian must complete this form. **This form is also granting permission for the student to transport the textbooks home unless prior parent pick-up arrangements have been made with the school.** Bysigning the form it also acknowledges that you agree to all of the requirements and responsibilities as outlined above. This permission expires annually and a new form must be signed and submitted each year.

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Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the above terms for textbook checkout from J.E. Brown Middle School. I also grant permission for my child to transport the textbooks home for his/her usage during the 2015-2016 school year. I understand that the textbooks will promptly be returned shall I decide to withdraw my child from the school. I have also received information detailing the textbook titles and monetary value for each textbook that is checked out.

 Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Textbook Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_