



ATLANTA
PUBLIC
SCHOOLS

Making A Difference

J.E. Brown Middle School

765 Peoples St.

Atlanta, Georgia 30310

404-802-6800 | 404752-0036 Fax

Tiauna Crooms, Principal

Dear Parent/Guardian:

With the beginning of a new school year come many new responsibilities for your student. One very important responsibility is the management of his/her textbooks. This letter is accompanied by a receipt detailing the textbook titles and the monetary value of each book as an informational piece in the event any book is lost or destroyed and deemed unusable by the campus and/or textbook manager. Textbooks are the property of the State of Georgia and we are responsible, as a campus and district, to oversee textbook use. Campus textbook coordinators are responsible to track books in accordance with state and district procedures.

Here are the Student and Parent/Guardian responsibilities for textbooks at Joseph Emerson Brown Middle School:

- 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 (neatly in ink) inside the designated areas of the front cover of the textbook.
- Keep the textbook in good condition. Any misuse due to carelessness or neglect may be considered cause to charge the student a fine for that textbook.
- Return the book on the assigned "Due Date" located on the receipt.
- Reimburse the school for any lost, destroyed or damaged textbook issued to the student.

Examples of damaged books include, but are not limited to: torn pages, writing on pages (pencil, ink, and marker), writing on binding, water damage, broken spine, missing district label, obscenities and/or misplacement of the book. Your child's classroom teacher will be encouraged to contact you in a timely manner, if an issue has risen with your child's textbook(s).

Thank you for taking time to read about the importance and responsibilities of textbook checkouts. You will have a place to sign on the attached receipt indicating that you have read this letter and are aware of the policies and procedures. If you have any questions, please contact our school at (404)802-6800.

Mrs. Crooms, Principal

Mrs. McCoy, Textbook Mgr.