



## Bella Vista School Library Permission Slip

Dear Parent or Guardian,

At Bella Vista School we are proud of our strong library program. In order to have quality library materials readily available, we ask for your support and help seeing that students observe the following:

1. Books need to be returned on time. Pre-school through 3<sup>rd</sup> grade students will have their books for one (1) week. Pre-school through 1<sup>st</sup> grades will be allowed to check out 1 item. Students in grades 4 – 8 will have their books for two (2) weeks. Grades 2 through 8 will be allowed to check out 2 items. All grades will be allowed to check out an additional item during Read-a-thon.
2. Students are responsible for the care and condition of library materials in their possession. It will be necessary to charge parents/guardians for lost or damaged items. **If materials are not returned or paid for at the end of each report card period students will be ineligible for dances, non-academic field trips and other functions. Also, students will lose their library privileges until their library record is clear.**
3. Notices will be sent to students with outstanding books or fines. We would greatly appreciate a response as soon as possible so that we can clear our records and students can regain their library privileges. If students have outstanding books or fines, their report cards and classroom projects will be held until these are cleared. Students who have not returned books or materials from the previous school year will not be allowed to check out any materials until they have returned or paid for the late materials.



Thank you for your support of the library program. This year we will be open from 8:30 a.m. to 3:00 p.m.

**Please return this form to your child’s teacher immediately.**

My child \_\_\_\_\_ in \_\_\_\_\_  
(Student’s Name) (Teacher’s Name & Grade)

has permission to check out library materials from the school library while attending Bella Vista Elementary School. I understand that we are responsible for paying for lost or damaged items.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date