



LOS ANGELES UNIFIED SCHOOL DISTRICT

Ramon C. Cortines
Superintendent of Schools

Dr. Shelley Weston
Assistant Superintendent
Secondary Instruction

Janice Davis
Director, High School Programs

Jack Bagwell
Elementary Director, Local District 2

Carlson Home/Hospital School
10952 Whipple Street
North Hollywood, CA 91602
Telephone: (818) 509-8759
Facsimile: (818) 505-0246

Joe Salvemini
Principal

Dear Parent/Guardian:

This letter is to confirm your responsibility with regard to student textbooks and library materials. In order to maximize the learning experience and complete homework tasks, your son or daughter will be allowed to check out books and materials brought by the teacher from Carlson Home/Hospital School's Resource Room/Library.

These items must be cared for properly and returned to the Carlson teacher in good condition. It is important that family members assist the student in keeping the books and materials where they can be easily used and found, and where they will not get lost or damaged. (Examples of damage to books might include having them get wet, ripped, or scribbled on by younger siblings.) Some students find it useful to keep school materials in a designated drawer, closet, or backpack during their time with Carlson. Our student checkout sheet will also help you keep track of borrowed items.

Parents are expected to pay the replacement price for any lost or damaged books and instructional materials (Education Code 48904). The school is authorized to withhold grades, transcripts, and diplomas of students until the obligation is resolved.

We hope that your child will have a positive and successful educational experience with Carlson, and that he or she will enjoy using and caring for his/her instructional materials.

Sincerely,

Joe Salvemini, Principal

-----tear off-----

Please return this portion to your child's teacher, Mr./Ms. _____:

I have read the letter describing the school policy on books and materials. I understand that if books are lost or damaged while checked out to my child, I will be responsible for the cost of replacing them.

Parent/Guardian's signature _____ Date _____

I promise to take good care of my Carlson books and materials and return them in good condition when my teacher asks for them.

Student's signature _____ Date _____

