

Dear Parents and Caregivers,

Please read the following important information regarding Kualapu'u School Library Policy and online library services.

### **2018 - 19 Kualapu'u School Library Policy**

- **Borrowing Materials.** Library Materials include books and magazines. Students in Kindergarten and Grade 1 borrow one book or magazine weekly. They are kept in the classroom. Students in Grades 2-3 borrow two books or magazines weekly and are allowed to take them home. Students in Grades 4-6 borrow three books or magazines weekly and are allowed to take them home.
- **Returning Materials.** Students return books or magazines on their weekly library visits or as soon as they are finished being used, but no later than 4 weeks.
- **Lost or Damaged Materials.** Students are required to pay for lost or damaged library materials in order to borrow new materials. Students in 6<sup>th</sup> grade will not participate in graduation ceremony if they have not paid in full for lost or damaged library materials. Teachers may opt to hold students' report cards until they have returned or paid for their library materials.

Thank you for your support!

My contact information is:

[Greta\\_Martinez@notes.k12.hi.us](mailto:Greta_Martinez@notes.k12.hi.us)

808-567-6900

Sincerely,

Ms. Greta Martinez

Librarian