**FLHS Textbook Information for Students 2018-19**

All high school textbooks are individually barcoded and checked out directly to you through the Destiny Catalog.

You are responsible for keeping your textbooks in good condition and for returning all books that are issued to you. Remember to write your name on the inside covers when you get your textbooks!

**Calculators**

There are a limited number of graphing calculators available for students to borrow. Please see your math teacher for a calculator loan form. Return the completed form to the library.

**Bookroom Policies from the Student Handbook**

Textbooks, calculators, and devices are individually barcoded and checked out to students. Students are responsible for returning all items in good condition and in a timely manner. Students can check their textbook accounts any time by logging in to Class Link and clicking on Follett Destiny. The link is available on the school home page.

*Obligations:* Students are expected to pay for lost, missing, or damaged items. The bookroom cannot accept replacement items in place of payment for lost or damaged materials. Students must resolve outstanding obligations before purchasing parking passes, prom tickets, or picking up graduation tickets.

*Refunds:* Grades 9, 10, 11: Refunds will be issued if materials are returned within twelve months of payment.

Grade 12: Refunds will be issued if materials are returned before October 1 following graduation.

**Textbook FAQs**

**How can I see what is checked out to me?**

Log in to Class Link. Click on Follett Destiny. Click the My Info tab.

Class Link Username: network username (usually first initial and last name), Password: network password, Code: Fairfield **(this is required).**

**I was absent the day books were issued.**

Ask your teacher to email FLHSBookroom to request a book for you. The book will be delivered to your teacher’s mailbox.

**I lost a book.**

All books that are found in the school are checked back in and will be removed from student accounts.

Log in to your account. If the book is no longer listed, that means it has been found. Ask your teacher to email FLHSBookroom to request a new book.

If the book is still listed on your account, see your dean to resolve the obligation. Once this is done, your dean or teacher can email FLHSBookroom to request a new book. ***The bookroom cannot accept replacement books purchased from other places.*** Please see the student handbook for information about refunds for found books.

**My book is damaged.**

See your dean right away if you believe that you were issued a book that is damaged.

If your book gets wet or damaged in any other way during the year, see your dean to discuss the damage and payment for the damaged book if necessary.

**I switched classes and might need a different book.**

Check with your new teacher to see if you already have the correct book. If not, ask your teacher to email FLHSBookroom to request a new book for you.

Drop off you old book in the book drop outside of Room 355. Return English books to the English bookroom in the back of the library.

**Can I leave my book in my classroom?**

You are responsible for returning the exact book that was issued to you. Do not leave your book somewhere that it could get mixed up with another student's book. You should not keep your books in your classrooms.

**I need a second set of textbooks.**

On occasion, a student will require a second set if books due to medical conditions or other extenuating circumstances. See your counselor to facilitate this.

**I think I returned a book, but it is still on my account.**

Email FLHSBookroom@fairfieldschools.org to set up a time to look for your book in the bookroom.

**Additional questions?** See your dean or email Ms. Waters at cwaters@fairfieldschools.org.