

MCA BOOK INFORMATION



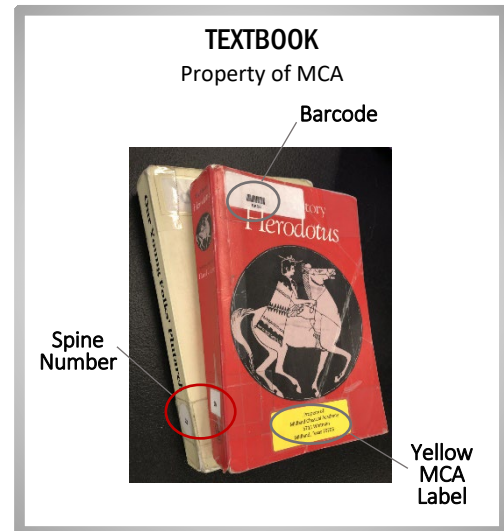
Students receive 2 types of books in their MCA book bag:

TEXTBOOKS

Some textbooks and folders received by the student from MCA remain the property of Midland Classical Academy. These books will have the following:

- Bright yellow tag that reads “Property of Midland Classical Academy”
- Barcode label on front of book
- Number label on spine of book
- MCA name plate label on the inside cover

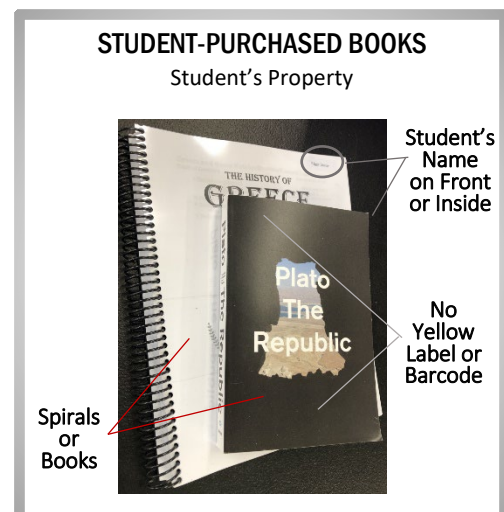
These textbooks are checked out to each individual student, by name, who becomes responsible for their care and preservation during the year/semester. Students are required to **return all these textbooks** at the conclusion of the class or assignment, at the direction or request of the administration, or if the student withdraws from MCA.



STUDENT-PURCHASED BOOKS & SPIRALS

Other books and most spirals received by the student from MCA are paid for by the student and will remain the property of the student even after the class is completed. Most books used for Great Books classes, along with a few books from other classes fall into this category. Most spiral notebooks were also paid for by the student. All these purchased books are labeled with each student's name on the front cover or inside page. Please, **DO NOT return them** to the school. These books are the foundation of a robust personal library of “great books.” Students will also use a few books or spirals in multiple grades, so keep them on your shelves!

- Spirals, hardback, or soft cover books.
- For Great Books or some other classes.
- Student's name on the front cover or inside.
- Some books are used in multiple grades:
 - Case for a Creator* - 8th & 12th grades
 - Greek I & II Spiral - 9th & 10th Grades
 - Mere Christianity* - 10th & 12th Grades
 - On Rhetoric* - 10th & 11th Grades
 - The Republic* - 8th & 12th Grades
 - Second Treatise of Government* - 10th & 12th Grades



TEXTBOOK RULES & POLICIES

1. Textbooks are property of MCA.
2. **ALL hardback textbooks MUST be covered!**
3. **DO NOT** write, underline, or highlight textbooks (use sticky notes/tabs). Students will be fined for marking in textbooks.
4. YOU are responsible for YOUR textbooks, even if someone else damages them. Textbooks are checked out under the student's name. (See inside cover nameplate label.) They are barcoded and linked to each student's account. Your name inside = Your responsibility.
5. Students are to protect all materials from damage – liquids, rips, creases, pets, siblings, pyromaniacs, etc.
6. Barcodes and labels must remain attached.
7. Return textbooks to the Resource Center as soon as your class is finished with them. It is permissible to keep books if you are still using them, but do not start a collection under your bed or in your car!
8. If a textbook or material is lost or irreparably damaged, the student is required to pay the full replacement cost for the textbook or folder.

➡ If you receive a damaged book from the school or if your textbook begins to fall apart during the year, bring it to the Front Office immediately for a repair or replacement. We will not penalize students for normal wear and tear on old books.

PENALTIES

Report Cards, transcripts, school privileges or other books may be withheld until all materials are returned or fines/fees have been paid. Seniors will not be given their diploma until all textbook obligations are met.

Fines & Fees

Graffiti, Highlighting, Writing: From \$5 to 100% of Cost

Lost or Destroyed/Unusable Textbooks: 100% of Cost

STUDENT TIPS FOR SCHOOL BOOKS

- If you receive a damaged book from the school or if your textbook begins to fall apart during the year, bring it to the Front Office immediately for a repair or replacement. We will not penalize students for normal wear and tear on old books.
- Keep your books in your possession. Do not leave your book in a classroom, on a table or in a friend's car.
- Keep your books away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students must pay for a replacement.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Do not loan your book to anyone.
- Make sure your name is in ALL your student-purchased books so if lost, they can be returned to you.
- Check your textbooks for marks or damage BEFORE you turn them in. Erase pencil marks to avoid fines.
- Return textbooks to the Resource Center as soon as possible when you are finished with them (ask your tutor), or if you are withdrawing. Return them before they have a chance to get lost!