

RIVERSIDE UNIVERSITY HIGH SCHOOL
TEXTBOOK USAGE POLICY AND CALCULATOR REQUIREMENT

Textbook Fees/Fines

All Riverside University High School students will, receive at no cost, a textbook for classes in which a textbook is required. It is the student's responsibility to take care of all textbooks that are issued to him/her during the school year. A receipt indicating the textbooks assigned to the student will be given as the textbook is distributed. Students will be required to place their initials next to the textbook number issued verifying that they have received the textbook that is listed on his/her record. He/She will also be required to sign the receipt page. If a textbook is lost, the student will be responsible for replacing the textbook at the replacement cost. If the textbook is later found and the textbook is part of the current adoption and must be in "acceptable" condition, a refund (in the form of a school check) will be issued to the student. If a student returns a textbook and the textbook is no longer in the same condition in which it was given to the student, a fee may be assessed for the damage to the textbook as indicated below:

<i>Type of Damage (per textbook/novel)</i>	<i>Replacement Cost per Textbook</i>
Lost Textbook*	100%
Missing Pages*	100%
Water Damage* (if we are able to continue to use)	25%
Abandoned Textbook*	\$5.00
Broken Binding (if we are able to repair)	50%
Torn Cover* (if both covers are returned with textbook)	25%
Missing Barcode (front cover) but number is identifiable*	\$1.00
Missing Barcode and textbook number is unidentifiable*	100%
Overdue/Late Textbooks*	\$5.00

Student Activity Fees (Grades 9-12). This is in addition to a Senior fee that will be charged to all students who will be participating in graduation.

Each year, all students are required to pay a student "activity fee". The student activity fee covers the following items:

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| <ul style="list-style-type: none"> ✓ Use/Cleaning Gym Towels ✓ Special Programs ✓ Yearbook Group Pictures ✓ ID Card (1 card per year only) | <ul style="list-style-type: none"> ✓ School Newspaper ✓ Student Planner ✓ Physical Education TShirt (not all grades) |
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\$45.00 – May qualify for \$10.00 discount (see discounts below)

\$40.00 – Students who have been approved for Free Lunch. May qualify for \$10.00 discount (see discounts below).

Senior Fees (Grade 12 only)

A senior fee of \$175.00 will be added to the Unfinished Business List (UBL) for all students in grade 12 who will be participating in graduation activities. More information will be provided which will include cut-off dates and payment increases. Payment arrangements can be made in the Riverside Bookstore.

Possible Discounts

Grades 10-12 Only - \$5.00 off if all fees/fines are paid and student is completely off UBL prior to the end of school year (coupon given at the end of the school year for the next school year). Must be paid prior to the first day of school.

All Grades - \$5.00 off if student attends Textbook Distribution and pays fees on the day of Textbook Distribution.

To qualify for these discounts, student must redeem the discount at time of payment.

Payment Methods

All payments can be made in the form of cash, money order or personal check. However, we will only accept personal checks through the end of April of each year. After this date, all payments must be made in cash or money order.

Non-Sufficient Payments

A \$25.00 Non-Sufficient Check payment will be charged to all checks returned from the bank.

Athletic Fees – An athletic fee is only required for students who are participating in interscholastic athletics. Student's who have outstanding fees and/or are on the Unfinished Business List (UBL), may not participate in extracurricular athletic events.

Students on the Unfinished Business List (UBL)

Students who are on the Unfinished Business List (UBL) regardless of reason (unpaid fees, lost items, etc.), will not be permitted to participate in the following events:

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| <ul style="list-style-type: none"> ✓ Homecoming ✓ Prom ✓ Exam Exemptions ✓ Athletics | <ul style="list-style-type: none"> ✓ Clubs/Committees ✓ Plays ✓ Dances | <ul style="list-style-type: none"> ✓ Special Events/School Related Activities |
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Calculator Registration

In order to successfully participate in any of the mathematics courses at Riverside University High School, students will need to have a graphing calculator (ask bookstore or math teachers for a list of qualifying calculators). Students are required to "register" their OWN calculator in the bookstore. You may purchase a qualifying calculator at any store of your choice. Students who do not register a calculator will notice a \$25.00 calculator non-registration fee on their student account.

**This cost list is subject to change at the discretion of the principal.*

Updated on 7/30/2013

<https://email.milwaukee.k12.wi.us/exchange/eisenzlj/Inbox/No Subject-11.EML/Textbook Usage Policy-Calculator Policy.docx/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Textbook Usage Policy-Calculator Policy.docx?attach=1>