

Ingham Intermediate School District  
Capital Area Career Center  
Programming, Databases and Website Development  
Textbook Policy

Dear Parents and Students:

This year students will be using textbooks in class and will not be allowed to take textbooks home. In special situations, if a student is falling behind and if extra books are available; the student may check a book out if the parents and student have agreed to and signed this textbook policy. By signing this policy you agree to replace any books not returned. Books checked out for home use must be returned the next day. Depending on availability, books may be renewed for another day.

Because the books we use in class can be very expensive to replace (up to \$90.00), we have implemented a policy for textbook use at home. We recognize that it is very important for students to be able to take books home, and at the same time, students should recognize that textbooks are the property of the school and it is their responsibility to take care of that property. We feel this policy provides reasonable security for the school and allows students maximum use of school materials. Following is our policy for taking home textbooks:

If your student would like to be able to take a textbook home, please read the second page of this letter and sign the signature permission form regarding daily use of the book in class, and reimbursement costs if the book is not returned.

If you are interested in purchasing a textbook, I have information on how to do that.

Please feel free to contact me if you have any questions or concerns about this policy. I can be reached at 517-244-1322. Thank you.

Sincerely,

David Ely, Instructor  
Capital Area Career Center  
Programming, Databases and Website Development

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**When borrowing any book, CD or other materials the student must return the book or CD to class the next day, unless other arrangements have been made the teacher. We will be short books in class if this is not done.** The student may renew the book for another night, dependent on availability. The renewal process may continue as long as the book is available and the student returns it to school every day. I also understand that my son or daughter and I are responsible for the replacement cost of the book(s) if not returned by the end of the term in which it was loaned.

Book Check-In Dates (on or before):

Term 1 Friday, October 12, 2007  
Term 2 Wednesday, November 21, 2007  
Term 3 Friday, January 18, 2008  
Term 4 Friday, February 29, 2008  
Term 5 Friday, April 18, 2008  
Term 6 Friday, June 6, 2008

The following is a short, representative list of some of the books used in class.

Java Programming Comprehensive Concepts and Techniques (copyright 2004)  
Thomson Course Technology, ISBN 0-619-20142-8  
\$44.50

New Perspectives HTML & XHTML Comprehensive  
Thomson Course Technology, ISBN: 0-619-26747-X  
\$57.95

More Eric Meyer on CSS  
New Riders, ISBN: 0735714258 Copyright 2004  
\$45.00

Microsoft Visual Basic.NET: Comprehensive Concepts and Techniques  
Thomson Course Technology, ISBN: 0-7895-6549-8 © 2003  
\$64.95

Visual Basic for Applications  
Thomson Course Technology, ISBN: 0-619-00020-1 © 2000  
\$51.26