

# The Bookstore: What can we do for you and your student?

Questions? Call us at 708-434-3940

## 1. We provide all curriculum – paid for by the Instructional Material Fee (\$268/yr/student as 2016/17)

### a. Students check out/in their textbooks linked to their ID# from the Bookstore's library system.

Textbooks have individual barcodes and specific due dates. Fall ONE-Semester course books due day before winter break!

- **If not returned to the Bookstore by the due date, a \$5.00 late fee and the book's new replacement cost will be billed.**  
If textbook is returned before the end of the school year, the replacement fee will be reversed.
- **Books checked out by a student should NEVER be left in a classroom, nor should you expect a teacher to return their book.**
- **If a textbook is lost or damaged (highlighted, water damaged, broken bindings, etc.), the student is financially responsible.**  
BUT – Do NOT pay for lost/damaged books w/out contacting the Bookstore first.
- **Lockers must be cleaned out in May by the last day of finals.**  
Found textbooks are each assessed an additional \$5 locker cleanout fee on top of a \$5 late fee.

### b. Novels, workbooks and initial art kits are delivered to classrooms at time of need and handed to the students by their teachers.

- **These items** (along with other classroom handouts) belong to the student, and are not returned to the Bookstore.
- **Art kits stay w/classroom** if student transfers out.

### c. Thus there is no reason a student should not have their materials for class.

## 2. As Bursar, the Bookstore...

### a. Can take payment for ANY billed obligation in Skyward with cash, check, Visa, MasterCard, or Discover – though use of the online payment option through Family Access is encouraged.

- **District fees (vary/yr.), \$50 Tech fee and \$268 IMF, plus any other outstanding charges, should be paid by Fri., July 29.**  
Student schedules will NOT be released to students between August 15-19, or 22, unless obligations have been paid in full, or payment arrangements have been made in the Bookstore. Schedules are NOT released early and NOT mailed home with payment, as they were by the middle schools.

### b. Applies fee waivers to district fees/tech fees/IMF.

- **As of the 2016/17 school year**, families may qualify for a waiver of their fees if they qualify for the Federal Free and Reduced Lunch Program. If your family qualifies, the school fees will be waived or reduced based upon your status. Applications will be online beginning Mon., July 25 ([oprfs.org](http://oprfs.org) > About Us > Services > Food Service > Government Lunch Program) or at the Welcome Center (just inside the Main Entrance).
- **Only 2016-17 forms – available Monday, July 25 – will be accepted and should be submitted to Food Service by Fri., July 29.**

### c. Sends out monthly statements

- **Obligations can be billed on Skyward by any department such as Athletics, Fine Arts, Science, Discipline, etc.**  
Questions should be first directed to the department that billed you. If unsure, call the Bookstore @ 708-434-3940.

## 3. We are the LOST & FOUND for BOOKS and BACKPACKS ONLY

### a. If your student misplaced their book/binder/backpack, have them come to the Bookstore to check to see if it was turned in.

We will issue another textbook if possible so they don't get behind, but additional novels/workbooks must be purchased. They will be still responsible for the 1<sup>st</sup> textbook checked out to them.

### b. If clothing, calculator, cell phone, or any other items are lost - students should go to Security in Room 264.

## 4. We are a store! We sell...

- a. **Ti-Nspire CX calculator** (color/rechargeable) @ \$145.00 and **TI 84+** (black & white/batteries) @ \$100. (Acceptable - NEW Math Policy)
- b. **Freshman summer reading book:** "Boy 21" by Matthew Quick @ \$8.20
- c. **PE Uniforms (\$14.90 a set); additional PE locks @ \$5.00** – 1<sup>st</sup> lock included in Freshman Fees.
- d. **Ventra student replacement cards @ \$5.00 each** – value added by student online or at train station.  
**Do not forget to REGISTER YOUR CARD at [transitchicago.com/students](http://transitchicago.com/students)**
- e. **Miscellaneous school supplies** - pens, pencils, notebooks, binders, poster board, greeting cards
- f. **Replacement copies of novels and workbooks** – prices vary, but always under 'list'.
- g. **Additional art supplies** – film, photo paper, silver drawing pads, etc.

## 5. Assist the Huskie Booster Club by being a Boosterwear outlet

The Booster Club is a not-for-profit organization composed of parents and interested residents, organized to support the educational, social, athletic and extracurricular activities of the high school. They raise funds through the sale of Boosterwear and their "Annual Dinner and Auction". Go to [Huskieboosterclub.org](http://Huskieboosterclub.org)

## 6. We are OPEN YEAR ROUND!

7:30 – 3:45 Monday-Friday during the school year. Hours may vary during the summer, but we're open each day.

## 7. We CANNOT:

- a. **Provide a "Supply List"** – each teacher will tell your student if anything extraordinary is required.
- b. **Keep credit card numbers on file, have 'running tabs' for students, break large bills or give change for vending machines.**  
To purchase items students must bring cash, check, Visa, MasterCard or Discover. (**cc transactions over \$10.00**)
- c. **Access your student's food service (SNAP) account** - students cannot use their loaded \$ on ID in the Bookstore.
- d. **Add money to your student's SNAP account**  
To put money on your student's lunch account, you must visit the Food Service Department with cash or check (half-door located in the North Cafeteria, or use a credit card online through Family Access, Problems? Email [familyaccess@oprfs.org](mailto:familyaccess@oprfs.org)

Phone: 708-434-3940; Fax: 708-358-8540

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