

# GRACE KING HIGH SCHOOL

4301 Grace King Place

Metairie, LA 70002

504-888-7334 Fax 504-888-2082

[www.jpsschools.org](http://www.jpsschools.org)

**Sharon Meggs-Hamilton**

Principal

Dear Parent,

The following is the policy of the Jefferson Parish Public School System regarding lost or damaged textbooks and library books:

If a student loses or damages a textbook or library book during the school year, he/she will not be issued another textbook or library book until a parent has made arrangements for payment.

If, at the end of the school year, a student owes for a lost or damaged textbook or library book, the parent will be notified that he/she will not be permitted to re-enter a Jefferson Parish School unless arrangements for payment have been made. Should a student not be registered in school for a total of five days because parents have been negligent in making arrangements for payment, the case will be turned over to the supervisor of child welfare and attendance for appropriate action under Act 109.

If a student attempts to register at another school within or without the Jefferson Parish Public School System, the school to which the parents have financial obligations will withhold all records until such obligations are cleared.

According to our records, your child \_\_\_\_\_ owes Grace King High School for a lost or damaged textbook or library book in the amount of \$ \_\_\_\_\_. The name of the book is \_\_\_\_\_. Your child will be ineligible to enroll in any Jefferson Parish Public School for the \_\_\_\_\_ school year until this financial obligation has been eliminated. This payment must be made at the school attended last year. If your child will be attending a different school for the \_\_\_\_\_ school year, the receipt must be taken to the new school so that your child can be registered.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

Sharon Meggs-Hamilton, Principal