



### IMPORTANT UPDATE REGARDING NON-PUBLIC SCHOOL TEXTBOOK LOAN AND RETURN

Due to ongoing health and safety efforts being made in the community as a result of the Coronavirus, the Narragansett School System is implementing a change in the textbook return program this year. Below, you will find the guidelines and the two planned dates to make note of for ALL student textbook returns.

**When:** Tuesday, June 23, 2020 & Wednesday, June 24, 2020

**Time:** ALL returns must be made between 9:00am-1:00pm as our offices remain closed to the public

**Where:** Narragansett Town Hall/School District, 25 5<sup>th</sup> Avenue, Narragansett RI, 02882

- There will be a designated area with two tables at the front entrance of the Town Hall. All non-public students will return their 2019-2020 textbooks to this area

#### **Please note the following notables and guidelines:**

1. There will be two 6-foot tables distanced apart and manned by school representatives.
2. Only one person will be able to come up to a table at a time for returns. If a parent/guardian and student drive together, please designate one person to get out and make the return at the table.
3. Face masks are required.
4. There will be tape markings for standing six feet apart should it be necessary.
5. If you or your student are unable to make this time and date, please designate someone in your place to return books. **These are the only two days available for returns and to avoid being invoiced as the School Department office and Town Hall are closed to the public following state guidelines.**
6. If borrowed books are DAMAGED or LOST, payment will be required at the time of book returns or before new 2020-2021 books are distributed.
  - For cost information, please email Jane O'Brien at [Jobrien@nssk12.org](mailto:Jobrien@nssk12.org).

#### **2020-2021 New Textbook Requests**

At the time of returns, you may also submit your 2020-2021 order. In doing so, you will need to bring:

- A student or Parent/Guardian driver's license to verify Narragansett residency while filling out related form. **(Please note that no order will be processed without confirmed residency.)**
- Your book list/order for your out-of-district school. Remember, textbook orders should be copies of original school orders and include ISBN numbers as well as name, address and phone number written on the order.

If you do not have your 2020-2021 textbook order, you may e-mail it once you receive it, along with a copy of a student/parent/guardian driver's license to: [Jobrien@nssk12.org](mailto:Jobrien@nssk12.org). **Orders must be submitted by June 29, 2020.** Students will be notified in August when 2020-2021 textbooks are available for pick-up. Thank you for your support while we strive to maintain a smooth and convenient process for everyone this summer. If you have any questions or concerns, please contact [Jobrien@nssk12.org](mailto:Jobrien@nssk12.org).