WELCOME TO
WEST KINGS
DISTRICT HIGH SCHOOL
Home of the Wolverines

2016-2017
Student Handbook

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OUR MISSION STATEMENT

West Kings District High School is committed to providing a physical and emotional climate that will facilitate the growth of mutual respect and foster community involvement. We are dedicated to creating a learning environment that addresses individual needs and differences.

COMMUNICATION

Effective communication is a priority at West Kings. There are many options for families to receive and share information with the staff.

WK Website: http://www.westkings.ednet.ns.ca
Upcoming events, school calendar, special announcements, etc.

Parent/Student Portal: https://sisavrsb.ednet.ns.ca/public/home.html
Provides a comprehensive overview of attendance and academic performance

Parent Notification System: School announcements sent via email, phone call or text

AVRSB "Notify Me" texts/ email announcements: sign-up at www.avrsb.ca

Open House-Parent Information Night – Wednesday, September 9, 2015

Mid-term and Semester reports on academic progress are issued.

School Info Pac on AVR and K-Rock radio

Parent, Teacher, Student Association (PTSA) communication
Parents are invited to attend monthly meetings

Any curriculum issues should be addressed initially with the teacher before contacting administration.

Welcome from
West Kings Parent-Teacher-Student-Staff Association (PTSA)

Parent-Teacher-Student-Staff Association is an opportunity to understand how our school works, to have an active voice on issues affecting education, to support our children and to meet other parents.

The goals of the PTSA are to promote the welfare, growth and development of West Kings students, to foster cooperation amongst parents, staff and students and to support the activities of West Kings.

In recent years, rather than focus on fundraising, we have attempted to meet the above goals through monthly meetings where we can learn about what's happening at our school and in our education system and discuss issues affecting our students. We've hosted guest speakers in areas such as Cyber bullying and Internet Safety, chaperoned at school dances, assisted with TADD/Safe Grad Turkey Dinners, baked for Staff Appreciation Week, watered for the school's Edible Garden, and helped with grade nine Resource testing. We've also participated in petitions and public meetings regarding Education funding cuts, "Successful Schools" and changes to school boundaries. While we have undertaken fundraising (to add new lighting and seats to our Theatre), it was through large-scale efforts such as golf tournaments and direct appeals to alumni, as opposed to soliciting individual parents.

Meetings generally take place once a month. (Check the West Kings website for times and dates). All parents, guardians, staff and students are welcome. We encourage participation at any level, whether that involves attending meetings, signing a petition or baking a treat for Staff Appreciation Week.

We strive for strong communication, by means of our website, the school website and direct emails, to share information that is important to you and your student and to receive your ideas and feedback.

Best wishes to all of you as you begin our West Kings High School experience in the fall. You can look forward to a very supportive Administration, wonderful Staff and Teachers, committed School Board member, and incredible Students' Council and Student Body!

ACADEMICS

REGISTRATION POLICIES (COURSES)

Students are expected to carry a full timetable. In Grades 9, 10 and 11 requests to drop a course will not be entertained without extenuating circumstances that have been brought to the Administration through the Student Services Department.
The following procedure shall be used when a student in Grade 12 drops or changes courses during the school year:
• First semester courses that students drop on or before October 1 of each year shall not be included on their official transcript.

• Second semester courses that students drop on or before March 1 of each year shall not be included on their official transcript.
• Students who drop a course after these deadlines shall receive a failing grade on their official transcript

CREDITS REQUIRED FOR N.S. GRADUATION DIPLOMA

ENGLISH: 3 credits (1 at each grade level)

MATHEMATICS: 2 credits at 2 different grade levels.

SCIENCE: 2 credits: 1 from Chemistry 11/12, Biology 11/12, Physics 11/12, Science 10, **plus one** additional from the previous list OR Human Biology 11, Oceans 11, Geology 12, and Food Science 12

SOCIAL STUDIES: 2 credits: 1 from African Canadian Studies 11, Mi'kmag Studies 10,Canadian History 11, Histoire Canadienne 11, **AND one** from Global including Global History 12, Global Geography 12, Geographie Planétaire 12,**OR** Global Economics 12

FINE ARTS: 1 credit from either Music 10/11/12, or Visual Arts 10/11or Drama 10, or Art 10 or Film & Video 12

PHYSICAL EDUCATION: 1 Physical Education Credit (PAL 11, PE 10, Physical Education Leadership 12. Mode de Vie Actif 11 or Yoga 11)

TECHNOLOGY: 2 Additional credits taken from: Mathematics (beyond the above requirement), Science (beyond the above requirement), Computer Related Studies, and Industrial Arts Technology.

ELECTIVES: 5 includes any course not previous used to fulfill graduation requirements

Maximum: 7 Grade 10 Credits Minimum: 5 Grade 12 Credits.

Total Required Credits: 18

PLEASE NOTE: Only one credit will be given for a) a course that is repeated to upgrade a mark; b) a course taken at the same grade and subject but at another level of difficulty, i.e. MATH 10 and MATH FOUNDATIONS 10, BIOLOGY 11 and HUMAN **BIOLOGY 11.** If you take Geographie Planétaire 12 you will not receive an additional credit if you take Global History 12, Global Geography 12, or Global Economics 12.

French Immersion Program Requirements: Requirements for the French Immersion Certificate offered by the Nova Scotia Department of Education include nine credits from an approved list of Immersion courses that must include Français Immersion 10, 11, and 12,

and students must have completed the Immersion Program in grades 7 to 9. The following courses will be offered for the 2010-2011 Academic year: Français Immersion 10, Art Dramatique 10, Histoire Ancienne et Médiévale 10, Français Immersion 11, Histoire Canadienne 11, Education physique 11, Droit 12 and Geographie Planétaire 12.

PLEASE NOTE: These are the requirements for the Nova Scotia Graduation Diploma and do not guarantee entrance to post secondary programmes. Consult with the School Counsellor to review entrance requirements for post-secondary programmes.

STUDENT RESPONSIBILITY IN TRACKING COURSES

Students must assume responsibility for tracking their course selection to ensure they are taking the required courses for high school completion. Students eligible for graduation may register for less than a full course load if their course selections meet graduation requirements.

RESOURCE SERVICES

All students can learn and have the right to an environment that supports and encourages learning. The Resource Department provides support to students and teachers so that optimal learning can take place.

The Resource Department takes a team approach in the assessment, programming, and teaching of students. This team includes the student, the classroom teacher(s), parents, and the Resource Department, and may also include school administration, guidance, outside agencies, community volunteers, and peer tutors.

EXAMS

All students are required to write examinations. Only medical excuses by a qualified medical practitioner will justify an alternative time to write the exam. A schedule of exams is published for each examination period in January and June.

- Students found cheating on an exam will have papers removed and receive zero.
- Students are not permitted to talk to other students during an exam. Failure to comply will result in the loss of the exam paper and a zero.
- No food or electronics are allowed in the exam room; bottled water is permitted.
- In the event of school cancellation, exams will be moved ahead. An exam scheduled for Monday, for example, would be written on Tuesday, if Monday were a storm day.

HONOURS STANDING/ STUDENT RANKING

The Honours standing is based on an average of the final, or term marks of **any six courses in Grades 9, 10 and 11**, or **any five courses in Grade 12,** taken during the current school year or term (including courses completed by correspondence, independent study, and/or challenge for credit). Any marks for correspondence courses shall be included in the calculation of the average for the academic year the course was completed

Students who are enrolled for one semester in any given year are eligible for honours standing by taking a minimum of three courses in that semester.
For an average of 80% or higher the student will receive an Honours standing. For an average of 90% or higher, the student will receive an Honours with Distinction standing.
The student may not have a final failing grade in any course for the term or the year.
The Ranking of Students by academic achievement is only appropriate for the purpose of satisfying criteria for academic awards and scholarships. For the purpose of calculating Grade 12 rankings the following process shall be used:

Student rankings shall be calculated using the average of eight (8) full courses as follows:
- the top three (3) grade 12 level courses shall be used, each full credit given equal weight.
- the next best five (5) grade 11 or 12 level courses shall be used, each full credit given equal weight.

In exceptional cases, where a ranking is required but a student has not yet completed courses as outlined above, schools may implement a fair adjustment to the above guidelines so as not to disadvantage the student. Only academic or advanced courses approved by the Department of Education will be considered.

DAILY TIMETABLE

0755 – 0805hrs……..	Homeroom (September only)
0805 – 0920hrs……..	Period 1 (Oct – classes begin 0755hrs)
0920 – 1035hrs…….	Period 2
1035 – 1050hrs……..	**Recess**
1050 – 1205hrs……..	Period 3
1205 – 1245hrs…….	**Lunch**
1245 – 1400hrs……..	Period 4

DANCES

West Kings dances are generally open only to West Kings students. Students are expected to attend school the day of the dance. Invitational dances may be granted based on the success of prior school dances. Guests will be permitted to attend with written approval of an administrator. Student fees must be paid in order to attend dances.
Dances are 7:00 – 10:00 pm. Students are to be picked up promptly at 10:00.

Students and guests shall:
- Show student ID at the door
- Remain in the area designated for the dance
- Place garbage/recyclables in the containers provided
- Be respectful and courteous
- Refrain from overly affectionate displays

When on school property students and guests shall **not:**
- Smoke or use vaporizer
- Loiter before or after dances
- Run or push others
- Fight, bully others, swear or use foul language of any kind

• Damage any school property or the belongings of others
• Possess, use, or be under the influence of alcohol or illegal drugs

Any person believed to be in serious breach of dance regulations will call parents or guardians, and advise them of being removed from school property. If the parents or guardians do not pick up the offender, the RCMP will do so. Violation of any dance rules by a guest will result in both guest and host being banned from all West Kings' dances for twelve months.

Violation of rules concerning alcohol or illegal drugs on school property will result in suspension from school and other disciplinary actions according to AVRSB and West Kings policy. Violations of Alcohol/Drug laws may also result in prosecution under the Criminal Code, Narcotics Control Act, Liquor Control Act, or other laws.

PROVINCIAL SCHOOL CODE OF CONDUCT

Introduction

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate. Students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Nova Scotia's school communities play a role in the awareness and prevention of unacceptable behaviour.

The provincial school code of conduct policy applies to all public schools and school boards in the
Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

Safe and Inclusive Learning Environments

Nova Scotia's provincial school code of conduct policy establishes standards of behaviour for all schools and is built on the following expectations:

• Unacceptable behaviour will be responded to immediately.

•Schools will use proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are conducive to teaching and learning.

•When responding to unacceptable behaviour, schools will
- give first consideration to the safety and security of students, staff, and others
- assist with developing new behaviours and strategies to reduce reoccurrence

- address consequences in a fair manner that does not disproportionately impact students
- use restorative strategies, when appropriate
- consider the impact that consequences may have on the student(s) adversely affected by unacceptable behaviour
- remove students from class only after acceptable strategies have been implemented to support a change in behaviour or as necessary to maintain a safe learning environment
- provide academic support when a student is removed from class or suspended from school for up to 10 days and take into consideration the use of in-school suspensions
- formalize community partnerships that enhance community and school-based supports to students and families

The complete Code of Conduct can be found on the following websites:
www.westkings.ednet.ns.ca under Policies
www.avrsb.ca under Families

A hardcopy can be provided by the school upon request.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in the student life at West Kings by becoming involved in the numerous school-sponsored activities. These events are extensions of the school day and school rules apply on all trips, athletic events, on buses and at all school functions. Coaches and athletes are required to consult the West Kings Athletic Policy available on the website.

Athletic Fees

Students participating in sports at West Kings are required to pay the athletic fee for each sport and to pay the Students' Council fee of $30.00. No student will be denied participation in sports due to financial reasons.

Athletic eligibility (applies to all extra-curricular activities)
Students are required to have academics as a priority. Good attendance and behavior are an expectation for all students. Any student who is failing two or more courses at the end of a term will be placed on academic probation and will be unable to participate in extracurricular activities for a designated period. Students will be required to sign a probationary agreement and letters of explanation will be sent home to parents/guardians.

The entire Athletic Policy is on the West Kings website.
http://bit.ly/1OC3aml

HALL PASSES

- Hall passes are required for students who are leaving class, except in an emergency situation. Students without a hall pass will be issued a warning for a first offence, a detention for a second offence.
- Hallways must be kept clear to meet fire safety regulations. Any coats, backpacks are asked to be left in the lockers. Students are not permitted to sit on the floor.

VISITORS

Students are not permitted to have guests during the school day. Visitors are to check in at the main office.

BUSES

Students must remain seated while on school buses. They must not make excessive noise and they must not indulge in behaviour potentially harmful to the safety of fellow students. If students misbehave on buses, the driver submits a written report concerning the incident(s) after which student(s) and parents are notified. Any problems related to school bus scheduling should be referred the Transportation Supervisors at 538-4642. Each student must know the number of his/her bus and the name of the driver.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

Any student using a computer at West Kings is expected to comply with the acceptable use policy. Any violation of this code of ethics will result in loss of computer privileges at the school.

DRESS CODE (AVRSB)

Students are expected at all times to dress in a manner that is appropriate, clean, and tidy. A student's dress and appearance shall be safe, and appropriate for the time, place, and occasion, and should not, in the opinion of the school's staff, disrupt or interfere with the educational environment. This includes school events such as dances, sporting events, or any events where the student is representing the school.

We acknowledges that there may be certain types of attire that are regarded as acceptable in situations outside of school but which are not suitable in a school setting in which students are attempting to concentrate on their school work, learning, and achievement.

Inappropriate attire is judged to be any attire which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, promotes or incites discrimination, or which, because of the setting (for example, in certain laboratory situations) endangers the health and safety of oneself or others.

Examples of dress, appearance, or adornment that schools must prohibit include, but are not limited to:

- clothes with holes in inappropriate place

- exposed undergarments
- excessively tight or short garments shirts that expose the mid-riff
- strapless shirts or tops that expose much of the upper chest or back
- “see-through” clothing
- any attire with messages or illustrations that are lewd, profane, vulgar or offensive
- any adornment or clothing (such as chains or spikes) that could reasonably be perceived as, or used as, a weapon
- any attire containing symbols, styles or messages, which promote or may incite hatred, intolerance, discrimination, violence, or intimidation

EMERGENCY DISMISSAL / SCHOOL CANCELATION PROCEDURES

The AVRSB decision to cancel or change bus transportation and/or school schedules is taken very seriously, and we appreciate that changes like these have an impact on your family. We rely on up-to-date weather forecasts, road condition reports and real-time staff observations to make decisions like these. *Safety is always our first priority.*

Any cancellations or changes due to road or weather conditions are announced in several ways:
- *By email or text message*. Sign up to receive important announcements at www.avrsb.ca/content/notify-me.
- *Radio* (AVR network, Magic 94.9 FM, K-Rock 89.3 FM and CBC Radio 1 in Halifax)
- *Television* (ATV News/Breakfast Television)
- *Websites* (www.avrsb.ca and radio station websites-- http://avrnetwork.com, www.magic949.ca, www.cbc.ca/stormcentre/)

Cancellations or changes to bus transportation and/or school schedules before the start of the school day are announced shortly after 6:00 a.m.

If school dismisses early, students will not depart until the appropriate announcement is made. All school activities will be cancelled for that day.

LATES

Students are expected to be on time for school. Interruption to classes can be very disruptive. Students arriving late regularly will have to meet with the appropriate administrator and may face consequences.

LIBRARY SERVICES

West Kings has a modern school library for the use of all students, and a half-time library technician. The library provides lifelong information management skills and an appreciation of literature by:
- helping students become familiar with basic organization of library materials
- assisting students in applying research skills learned in class
- assisting students with audio-visual equipment and the Internet
- encouraging reading
- helping students become aware of community resources

Students are responsible for all library materials lost or damaged and will make appropriate payment. There is also a fee for books returned late.

LOCKERS

Homeroom teachers issue lockers, locks, and combinations and keep a record of locker numbers issued to students. Students are responsible for the good condition and security of their lockers. One combination lock is issued per locker. If this is lost, the student must replace it, at a cost of $10.00. The lockers belong to the school and may be inspected periodically and without notice. Each student must have their own locker and only school locks may be used.

Students are only to use their lockers prior to homeroom period, during recess, at lunch hour and after school and must therefore make certain they have the required texts and materials for specific periods at the above-mentioned times. Large backpacks, book bags, kit and equipment bags create safety hazards, especially in the case of a fire. Students must find an alternative to bringing large backpacks to class, and the locker is a good solution.

Students should restrict the amount of non-essential property brought to school and take reasonable precautions to ensure the security of their belongings. Lockers only work if locks are locked.

MUSIC DEPARTMENT

FEES — a yearly user fee is applied towards the costs of maintenance and replacement, purchase of instruments, and the purchase of music and materials.

Fees are due in early September.

- Student using school band instrument - $150
- Additional family members -$100 each
- Student with own band instrument - $100
- Drum Line Student (if not already in band) - $150

There is no requirement for parents to fundraise throughout the year, however there could be opportunities made for students who wish to raise money toward their music trips.

No refunds of fees will be issued after mid-October and no student will be refused entry to the music program due to financial circumstances and a confidential conference with the Music Director can be arranged to discuss these matters.

LOST OR DAMAGED INSTRUMENTS — the student renting the instrument is responsible for loss or damages up to the replacement cost of that instrument. The music department will not repair students' instruments.

ATTENDANCE — Student commitment to a band program is essential for the success of the group. Each band ensemble has one afternoon rehearsal per week. Students are to inform the band teacher AHEAD of time of an absence. Unexcused absences will not be tolerated. After four (4) unexcused absences from band rehearsal, the student will be asked to leave the band program and his/her band fee will not be reimbursed. To keep parents informed, the band teacher will do her best to make contact as soon as possible, preferably by email.

UNIFORM — Girls require black dress pants, black shoes, and white blouse.
Boys require black dress pants, black socks, black dress shoes, white dress shirt with collar and black necktie.

PARKING PERMITS

Any student who wishes to park at the school must apply to be entered in a draw for a parking permit and agree to the regulations listed below. There are currently only 84 parking spaces for the student body and students who apply will be considered as follows. Grade 12 students will be given priority and any remaining spots will be awarded to Grade 11 students via a random draw. While on school property the parking permit must be displayed in the front window of the vehicle. When obtaining a permit a student agrees to the following:

- To adhere to the 15km/hr speed limit on school property
- To appropriately park in single space
- To NOT display any racially or culturally inappropriate messages or license plates (ex: Swastikas, Confederate Flags etc.) on or in the vehicle while on school property.
- No hanging around in the Parking Lot during class time.
- No sitting in your car during down time.
- Students must park in designated student parking spots (front of building).
- Parking is NOT permitted in Staff or Visitor parking, Handicap parking, Fire lanes, Bus lanes posted No Parking areas, nor on the grass.
- Stereos are to have volume kept low or off.

Parking Passes cost $5.00 per year. The Parking Pass must be returned in excellent condition the end of the year.

Failure to comply with these regulations will result in removal of parking permit, and may result in disciplinary action (up to and including suspension). In addition, at the principal's (or designates) discretion, vehicles that do not adhere to the school parking policy may be towed at the owner's expense.

PHONES

Cell phones may not be used in an instructional setting. If it is used in classes, then it will be taken from the student and placed in the office. Repeated use of cell phones in the classroom setting will result in parental involvement. Students are permitted to use cell phones during non-instructional times and in non-instructional settings.

Pay phones are in the main entryway for student use. Office phones are for administrative use only.

PLAGIARISM/ CHEATING

Plagiarism is a serious offence. Students found copying published material and passing it in as their own will face disciplinary action and lose the value of the assignment. Cheating on

tests, homework or exams will result in a zero grade. All cheating will be documented by administration. Administration will be involved in incidents of cheating involving exams or final assessment events.

POWER FAILURE

Should there be a power failure during class time, students and teachers are to remain in the classroom until power is restored or they are otherwise notified. Should a power failure occur during recess or noon hour, students should assemble in the lobbies or classrooms and not in the corridors. *MATCHES AND LIGHTERS ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES.*

POSTERS

Any material to be posted in the building or circulated to students must first be approved by administration and should not be posted on glass or in stairwells. Posters may only be placed on bulletin boards located around the school.

SCENT SENSITIVE/ NUT SENSITIVE SCHOOL

Some students and staff are scent sensitive and others have nut allergies. Scent free and hypoallergenic products are expected since we are a scent-sensitive school. No nut products are to be brought to the school. Failure to respect this policy would result in referral to school administration.

LEAVING SCHOOL PROPERTY POLICY

It is a clear expectation that students are not to be off school property during class time unless they have been signed out by a parent or guardian.

During Lunch (1205 – 1245hrs) students (16 years of age or turning 16 within the current school year) may leave school property if they supplied the office with the appropriate permission form signed by their parent or guardian. If a student has a signed permission form then they are expected to adhere to the following conditions:

1. They may only leave school property during lunch period.
2. They must stay off private property and adhere to all pedestrian rules of the road (Walk on the shoulder; walk on the left side facing traffic; do not litter; do nothing that can interfere with traffic)

This privilege will be removed if the above are not adhered to.

Grade 12 students may leave the property during class time if they have a spare. If they have a vehicle then they may leave the school property, adhering to all posted speed limits and driving responsibly. Students with vehicles DO NOT have the school's permission to drive other students. Grade 12 students **must** sign out with the student supervisor if leaving during the prep time.

No students are to leave the school property along the East, North or West boundaries. These areas are private property and trespassing on these properties will result in disciplinary action.

SMOKING/VAPING POLICY

The use of tobacco products or vaporizers is not permitted on school property. There is an automatic 5-day external suspension for violation of this policy. Tobacco use by students will be considered "severely disruptive behaviour" and will be dealt with as outlined in the Board's policy BP402.7, "Student Code of Behaviour and corresponding Administrative Procedure AP402.7".

STUDENT ART GALLERY – The Louise Simons ST'ART Gallery

West Kings is very proud of its Student Art Gallery — ST'ART Gallery. Louise Simons established this gallery to give recognition to emerging student artists. The original intent was to purchase one piece of art from a graduating student each year, giving a "start" to young artists. Over time the gallery has grown to also include a number of pieces donated by West Kings alumni.

STUDENTS' COUNCIL

Council consists of an elected executive and an elected class representative from each grade level. Students may attend Council meetings to bring concerns to Council provided the item is placed on the agenda in advance. The objectives of Students' Council are to provide organization, financing, and encouragement of extra-curricular activities. Financing is made possible through major campaigns such as the walk-a-thon, citrus sales, and dances. Funds are also raised through the operation of vending machines, collection of student fees, and the sale of school spirit items. Widespread involvement is required of the student body to enable us to fulfill our budget commitments to athletics, music, art, etc.

Campus Store

The Campus Store (found upstairs in C Block) is owned and operated by the Students' Council. School Spirit items can be found for purchased at a reasonable price. The Campus Store is usually opened during lunch time.

STUDENT FEE

To help finance activities sponsored by Students' Council, students are asked to pay a fee of $30 per year. This fee covers the cost of the ID card, Westley's welcome, Kings' Fling, dances, motivational speakers and numerous events throughout the year. The I.D. card is required to attend dances and to obtain a parking pass. Failure to pay the student fee limits participation in most extra-curricular activities, including athletics. Students will not be denied participation due to financial reasons.

GUIDANCE / STUDENT SERVICES

The Guidance Department assists each student in developing awareness and understanding of themselves and their relationship with others and in clarifying their educational and career options. The Guidance program is a composite of the school's instructional, counselling, consultation, co-ordination, and liaison activities that are planned and implemented to assist student orientation, program selection and preparation for the next level of study and workforce entry.

Counselling techniques are based on belief in the worth of the individual and his/her problem-solving ability. The ultimate aim of counselling is to assist each student in assessing strengths and weaknesses, dealing wisely and independently with special situations, and making informed choices.

The Guidance Department can:

- assist students to make realistic career choices
- provide information on courses and programs in the school and beyond to community colleges, universities, technical schools and other post-secondary institutions
- provide referral services
- co-ordinate testing programs and administers and interprets results to students, parents, and teachers
- provide personal counselling
- introduce new students to programs and facilities
- assist transferring students

TEXTBOOKS

Students are responsible for returning textbooks at the end of the course. In the case of a book not being returned, the student will be charged the price of purchasing the textbook.