TO:   All Parents/Guardians & Students  
FROM:   Andrew Rebello, Principal  
RE:   Issuance of Graphing Calculators: 2020-2021 School Year  
DATE:    September, 2020

Your student will be issued a SCIENTIFIC calculator to use for this school year. The scientific calculator is an important learning tool which helps deepen students’ understanding of sophisticated mathematical concepts and to broaden the range topics that can be studied in depth.

It is important that you and your student understand the responsibility that comes with the issuance of this calculator. The calculator to be issued to your student, much like a textbook, is the responsibility of your learner to care for and maintain. The calculator is to be returned at the end of the school year. Calculators that are lost, stolen, damaged or abused must be paid for by the student.

Some common-sense rules that I encourage you to discuss with your student regarding the calculator are:

- Keep calculators from extreme heat or cold.
- Do not use sharp objects to press the buttons or screen.
- Keep calculators away from moisture or water.
- Do not drop the calculator.
- Do not allow textbooks or heavy objects to be placed on the calculator.
- Immediately report a lost or stolen calculator to the teacher.
- Keep the calculator covered in its original protective shell when not in use.
- Do not “loan-out” the calculator to another student as YOU are responsible for the one being issued to YOU. Keep your calculator with you during group-work exercises.

Students will be billed a replacement charge of $25.00 for any calculator that is lost, stolen, damaged or abused. Please discuss this agreement with your student and please sign the form below to acknowledge that discussion. Parts that are damaged or missing are subject to the replacement fees listed on the reverse of this document. Students who can furnish their own calculator need not complete this form.

Student’s Name: ____________________________________  Shop/Week: ________   ID#: ________

Parent/Guardian Signature: __________________________________________________________

Serial Number of Calculator: __________________________   DATE: _______________