

Laurie J. Andries
Assistant Superintendent
Jason Martin
Director of Physical Plant
Brad Wilson
Director of Special Education
Sarah Mangiarelli
Director of Finance



Craig Levis
Superintendent

1675 Flat River Road * Coventry, RI 02816
Tel. 401-822-9400 Fax: 401-822-9464
TTY: 1-800-745-5555

Don Cowart II
Director of Curriculum, Instruction &
Assessment
Dr. Lynne F. Burke
Director of Technology & Information Systems
Andi Rioles
Human Resource Manager

Date: April 16, 2018
To: All Non-Public School Principals
From: Josephine A. Beaudoin – Data Clerk
Re: Textbook Loan Program

Students who are residents of the Town of Coventry are notified that all textbooks that have been loaned to them for the 2017-2018 school year must be returned to the Coventry School Department Administration Building at 1675 Flat River Road. Books are to be returned on or before **Friday, June 22, 2018** before new books may be ordered.

DAMAGED OR LOST BOOKS MUST BE PAID FOR BEFORE NEW BOOKS ARE ORDERED

Members of the 2018 graduating class should return their books to Coventry School Department Administration Building as soon as possible after their classes have ended.

Students who wish to place orders for the **2018-2019** school year for **Math, Science, Foreign Language, History/Social Studies** and **English/Language Arts** must use our online ordering system. Any books ordered must be listed on the Rhode Island Department of Education's approved listings. Please inform Coventry students that the online ordering system will be available on the Coventry Public Schools web site at www.coventryschools.net from **Monday, May 21, 2018 to Friday, July 6, 2018**.

The following information is needed to process orders through our on line ordering system:

- Book Title
- Publisher's Name
- Author's Name
- Copyright Date
- ISBN Number

Requested textbooks may be picked up at the Coventry Public Schools Administration Building on **Thursday, August 9, 2018, Friday, August 10, 2018 or Friday, August 17, 2018** between the hours of **9:00am and 1:00pm**.

Please advise Coventry residents of the above dates, time, and necessary information.

"Working Together To Improve Our Schools"

The Coventry School Department is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability

Coventry Public Schools

Procedure to Receive Private School Textbooks

Coventry residents who have children in Grades K-12 attending non-public schools may request textbooks in **Mathematics, Science, Foreign Language, History/Social Studies, and English/Language Arts.**

BOOK RETURN

All books currently on loan must be returned on or before **Friday, June 22, 2018** to Coventry Public Schools 1675 Flat River Road before new books will be ordered. Damaged or lost books must be paid in full before new books are ordered.

ORDERING NON PUBLIC TEXTBOOKS

Go to the www.coventryschools.net website

Click on Non-Public Textbook Information

The online ordering system will be available **Monday, May 21, 2018 to Friday, July 6, 2018.**

PICKUP ORDERED TEXTBOOKS

Requested textbooks may be picked up at the Coventry Public Schools Administration Building on **Thursday, August 9, 2018, Friday, August 10, 2018** or **Friday, August 17, 2018**, between the hours of **9:00AM and 1:00PM**. These are the only dates and times books will be available for pickup.

LATE ORDERS

Late orders are strongly discouraged, as we may not be able to acquire textbooks prior to the start of school. If requesting books after the **Friday, July 6, 2018** deadline, please follow the directions below.

1. Check the RI Department of Education website to determine if your textbook(s) are RIDE approved. **Click here for the RIDE Website.**
2. If the book(s) are on the RI Department of Education website, you need to email Josephine Beaudoin at beaudoinjosephine@coventryschools.net to see if the book(s) are available from the district. If the book(s) are available you will be notified to pick up book(s).
3. If the book(s) are not available, you will receive an email authorization to obtain the textbook(s) yourself. **Click here to view Non-Public Textbook Vendors.**
4. In order to be reimbursed, a copy of the email authorization **and** the book receipt(s) *must be submitted* for reimbursement. The district will reimburse the **lowest price listed** for the textbook(s). **We do not reimburse for shipping and handling.** All reimbursement paperwork must be received in our district office by **Friday, October 5, 2018.**

Coventry Public Schools

Non-Public Textbook Sources

We urge and recommend ordering through the following vendors. The Coventry School Department will not pay premium prices for books.

We will reimburse you at the purchase price available from the below vendors.

Follett Educational Services

www.fes.follett.com

TEL: (800) 621-4272

FAX: (800) 852-5458

Scott Foresman/Pearson Education

<http://www.pearsonschool.com>

TEL: (800) 848-9500

FAX: (877) 260-2530

Textbook Warehouse

www.tbwarehouse.com

TEL: (800) 796-9152

FAX: (800) 796-9154

Adams Book Company

www.adamsbook.com

TEL: (800) 221-0909

FAX: (800) 329-2326