

TEXTBOOK ASSESSMENT:

4.23.3 ASSESSMENT OF FINES

When a fine is indicated by the condition for a returned book, please utilize the following schedule to insure school consistency. Teachers should complete a textbook fine slip (Appendix K) for each fine assessed. Teachers should turn fine slips on lost and damaged textbooks to the Main Office.

ISSUED CONDITION	RETURNED CONDITION	FINE TO BE ASSESSED
1	1	None
1	3	\$5.00
1	4 or 5	\$10.00
1	6 or 7	5/5 the price
2	3	None
2	4	\$5.00
2	5	\$10.00
2	6 or 7	4/5 the price
3	4	None
3	5	\$5.00
3	6 or 7	3/5 the price

Condition Codes:

- | | |
|----------|-----------------------|
| (1) New | (5) Should be rebound |
| (2) Good | (6) Beyond repair |
| (3) Fair | (7) Lost |
| (4) Poor | |

Payment of Fine

A Student pays the fine designated on textbook use form in the main office. The teacher will get a receipt. A new book should be issued if needed.

*Rebinds = \$10.00/book