

Regulation

FEES, FINES AND CHARGES

The following procedures shall apply to fees, fines and charges for lost or damaged textbooks and other equipment issued staff or student:

- A. Textbooks should be covered as soon as possible and remain covered for the year;
- B. Electronic equipment should be covered in protective cases;
- C. Teachers shall be aware of students misusing or handling textbooks and equipment in a rough or destructive manner and take appropriate corrective and disciplinary action;
- D. Books and equipment shall be assigned to individual students or staff and records of the assignment maintained by the staff member or designated school personnel issuing the books or equipment;
- E. Lost books or equipment are to be replaced immediately and the student charged for the loss. The business administrator or his or her designee shall be responsible for notifying parents/guardians, billing and collecting fees and charges for damaged, stolen or lost books or equipment. Payment for lost books or equipment shall be as soon as possible, but failure to pay is not grounds for not issuing a replacement book;
- F. All books or other equipment shall be returned and checked in by the issuing staff member. Any damage deemed to be over and beyond normal wear and tear shall call for the assessment of a fine to the pupil as follows:

Lost book or equipment	Full replacement cost
Defaced beyond repair	Full replacement cost

Books:

Torn Pages	\$.25 per page total not to exceed full replacement cost
Damaged book Cover	\$2.00
Torn Binding	\$4.00
Miscellaneous Marking	\$.25 per page total not to exceed full replacement cost.

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