

Textbook Charges 7/1/18

Students receiving textbooks must pay for any textbooks not returned in satisfactory condition. Satisfactory condition means that the textbook may be reissued to another student without any repairs (rebinding, etc.)

At the beginning of the school year it is important for students to check their textbooks and report any damages. ***After all textbooks have been distributed, students have 5 School Days to report any damages via email to the teacher who issued the textbook so they will not be charged at the end of the year. If pre-existing damage is not documented in writing by this date, the student is responsible for book fines assessed at the end of the school year. Fines for damages are communicated to the students toward the end of the school year.***

All textbooks are due at the end of the class (semester/year). When students return their textbooks, the books are reviewed and assessed for any damages sustained. Below is the list of criteria we use in determining what fees to charge for damaged books. Damage fees are used to pay for the repair or replacement of books. Please contact the school if you have any questions.

Please note: All textbooks/library book debts are considered outstanding obligations and report cards will be withheld until all outstanding fine obligations are cleared.

Type of Damage

Cost

| | |
|--|--|
| Lost book | Full Price of book <i>100% full refund (depending on the returned book condition) if textbook is returned within the current school year.</i> |
| Water/Liquid Damage (includes mold) | Full Price of book |
| Missing Pages | Full Price of book |
| Textbook Rebind <i>A text must be rebound if the cover or spine is pulling away from the book</i> | \$20.00 |
| Spine Damage that can be repaired | \$5.00 |
| Replacement of Barcode label | \$5.00 |
| Writing in book <i>If there are un-erasable obscenities, Full Price of book</i> | \$1.00 per page |
| Torn Pages | \$1.00 per page |
| Cover Damage (includes bent/worn corners) | \$5.00 up to Full Price of book |
| Gum, Food, Candy Damage | \$5.00 up to Full Price of book |
| Pet Damage | \$5.00 up to Full Price of book |
| Miscellaneous Damages | Up to Full Price of book |

Procedure to Determine the Cost of a Lost Textbook or Full Price Cost:

Lost textbooks and full price damage costs are charged the purchase price during the first two years of the adoption and, thereafter, a percentage of the price based on the condition.

| Rating of Textbook at Point of Issue | Charge |
|--------------------------------------|------------|
| New | Full Price |
| Good (Yr 2) | Full Price |
| Good | 75% |
| Fair | 50% |
| Poor | 25% |
| Unusable | 0% |

Cartersville City Schools Textbook Care and Responsibility

- Textbooks should be returned in a condition suitable to be reissued the following academic semester or year.
- Each student is responsible for inspecting his/her textbooks for previous damage. Students have **5 School Days** to report any damages via email to the teacher who issued the textbook so they will not be charged at the end of the year. If pre-existing damage is not documented in writing by this date, the student is responsible for book fines assessed at the end of the school year.
- Students should store their textbooks in a clean, dry place.
- Students are responsible for the condition of the books checked out to them. Don't loan them, share them, leave them in a classroom, or vehicle where someone else might take them or cause them damage.
- Don't keep papers, handouts, or objects like pens and pencils between the pages of textbooks. It breaks the binding.
- If the textbook shows signs of damage or begins to come loose from the spine or loses pages, return it to the teacher for assistance.
- Don't write or draw on any part of the textbooks.
- Don't bend, break, or carve into the textbook cover.
- It is highly recommended that students keep a list of their textbook barcodes so that the textbook can be quickly identified in case it becomes lost or mistaken as another student's.