

**Hampton School District Policy**

**Section:** J  
**Code:** JQ-E  
**Title:** Student Fees, Fines, and Charges - Form  
**Category:** O (Optional)  
**Page:** 1 of 1

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent(s):

At the beginning of the year, your child was issued a textbook in \_\_\_\_\_.

We expect students to take reasonably good care of the books they are issued, to know where they are most of the time and to return them at the end of the school year.

We realize that textbooks will undergo reasonable wear during the year. If a book is lost, obviously the student must have another and so teachers will make frequent checks throughout the year. A replacement book cannot be issued until the lost book is paid for.

If the lost book is found, the money will be returned.

\_\_\_\_\_ Book has been lost

\_\_\_\_\_ Book not returned

\_\_\_\_\_ The book has received more than reasonable wear for one year due to careless use, defacing, torn cover or pages, etc.

You are asked to pay the school the amount of \$\_\_\_\_\_ toward the repair or replacement of this book.

Checks should be made out to the School District.

**Adopted:** May 16, 1988, February 8, 2011  
**Reviewed:** October 2010, December 14, 2010  
**Revised:** October 12, 2005  
**Cancellation:** Replaces JN-E