

## **543 LOST OR DAMAGED TEXTBOOKS, LIBRARY MATERIALS AND DEVICES**

### **I. PURPOSE**

The purpose of this policy is to provide a process to reclaim or reimburse the school district for lost or damaged student textbooks and/or library materials and devices.

### **II. GENERAL STATEMENT OF POLICY**

Alexandria Public Schools will provide students with textbooks, library materials and devices and other resource materials to meet the learning expectations and standards of a course or grade level and to enhance student learning opportunities. The books, devices and materials will be provided at no cost to the students. Students are expected to maintain the books, devices and materials during their use and return them at a time to be determined by the school.

### **III. PROCEDURES**

- A. The school district will provide students access to textbooks, library materials and devices and other resource materials. The school district will notify the students of the expectations the school district has for students maintaining the books, devices and materials and returning them at the assigned time. The assigned time for a textbook will likely be at the conclusion of a grade level or course offering.
- B. Students will be required to reasonably maintain the books, devices and/or materials and return them at the end of their use or at the assigned time. Students should report any lost or damaged books, devices and/or materials to the appropriate teacher.
- C. A student and his/her family will be responsible for payment for any lost or damaged books, devices or materials with the cost to be determined by the building principal depending on the value of the books, devices and/or materials.

### **IV. APPEALS**

Students who wish to appeal the cost related to a damaged or lost book, device or material may do so to the Assistant Superintendent of Teaching and Learning of the school district. The decision of the Assistant Superintendent of Teaching and Learning shall be final.

Policy Adopted: 5/18/04  
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Alexandria Public Schools - No. 206  
Alexandria, Minnesota