

DOVER SCHOOL DISTRICT	POLICY CODE: JQ-E
DATE OF ADOPTION: NOVEMBER 14, 2005	PAGE 1 OF 1

STUDENT REIMBURSEMENT FOR SCHOOL PROPERTY

Student's Name _____

Date: _____

Dear Parents:

At the beginning of the year, your child was issued the following textbook, library book, or school equipment _____ .

Students are responsible for taking good care of the books or equipment they are issued and for returning them at the end of the school year.

We realize that some books or equipment may undergo reasonable wear during the year. If the item is lost, obviously the student must obtain another and so teachers will make frequent checks throughout the year. A replacement item cannot be issued until the lost item is paid for. If the lost item is found, the money will be returned.

_____ has been lost.

_____ not returned.

_____ 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 or equipment.

Checks should be made payable to the Dover School District.