

**Authority:** FOOTPRINTS FOR LEARNING SOCIETY  
**School:** FOOTPRINTS FOR LEARNING CHARTER ACADEMY

Last Updated: July 17, 2024

**HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL**

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## **REPLACEMENT OF MATERIALS AND RESOURCES**

### OVERVIEW

To provide a consistent method of replacement and provide consequences for students who do not replace or compensate for lost/destroyed/damaged library materials. Each teacher at Footprints for Learning Charter Academy will maintain a comprehensive record of inventory for issuing and for the return of books/materials.

### Procedure

The following guidelines are applied:

1. When a resource is borrowed, the book or resource is signed out for the student via a running record kept by the teacher. On this record the teacher will assign an expected return date. FLCA's Principal will review these records periodically and follow up with the teacher to ensure the teacher has items returned by the expected due date. It is the responsibility of the teacher who has issued the book/material to make certain that every item borrowed from the school is returned.
2. All students and staff are to be explicitly informed that all borrowed materials, issued as the property of the school, are to be well cared for and returned at the end of the designated borrowing period.
3. Borrowers are responsible for returning books/materials in the same condition as they were issued and so recorded by the teacher.
4. Books/materials that have been damaged, lost, mutilated or abused are subject to a replacement fee as follows:
  - a. current replacement cost of the material or similar value;
  - b. replacement cost will include applicable taxes and a processing fee.

5. Items will be billed to the student's legal guardians after the due date assigned for the said material. guardians will have 30 days from the date the bill is issued before it is forwarded onto a collections service. All bills will be issued by the school's office to the guardians no later than July 30th of the given school year or the said Bill will be forfeit. Bills will be sent via email or mail should email be unavailable.