



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL 555 Union Boulevard |  
Allentown, PA 18109

610-841-7044 | fax 610-841-7187 | [www.ee-schools.org](http://www.ee-schools.org)

### **Electronic Device Procedures**

Without the optional Chromebook Protection Plan, families assume full financial liability for all device damage, replacement, and unreturned items.

#### **Cost Breakdown Without Insurance**

- **First Incident:** Full cost of repair or total replacement.
- **Second Incident:** Full cost of repair or total replacement.
- **Subsequent Incidents:** Full cost of repair or total replacement.

#### **Standard Itemized Out-of-Pocket Costs**

- **Screen Replacement:** \$125
- **Missing Keys (requires full keyboard replacement):** \$45
- **Power Adapter (lost, stolen, or damaged):** \$20
- **Lost, Stolen, or Full Replacement Chromebook:** \$411

#### **Important Exclusions & Notes**

- **Lost or Stolen Devices:** The protection plan does not cover lost or unreturned Chromebooks. Families must pay the full **\$411** replacement fee regardless of insurance status.
- **Power Adapters:** Lost, stolen, or damaged charger cables are not covered by the plan; families pay **\$20**.
- **Vandalism:** Intentional damage or tampering is classified as vandalism. Students will be billed full repair costs and face disciplinary action whether insured or not.



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## **School Books & Supplies Procedures**

### **General Care & Responsibilities**

- **Book and Textbook Care**
  - Keep all school books in a clean, dry spot (backpack or bin) away from food, water, and weather.
  - Turn pages gently; use bookmarks instead of folding corners.
  - Never write, highlight, or attach stickers to pages or covers.
  - Avoid forcing books flat or overstuffing your bag to protect the binding.
- **School Supplies Care**
  - School supplies, including art supplies, lab equipment, and general school supplies, that are the property of the classroom, school staff, or other students are borrowed when used in the classroom, and must be treated with respect and care
  - Supplies should only be used as instructed and returned clean and intact to their designated storage areas
  - Supplies should only be used for their intended academic purpose
  - Misuse and/or misplacement will initially result in verbal redirections and classroom consequences but continued misuse will result in loss of access, parent/guardian notification and financial responsibility for the repair or replacement
- **Returns & Replacement**
  - Return books on time and report any damage to staff right away (don't attempt home repairs).
  - Families are responsible for replacement costs if a book is lost, severely damaged, or unreturned.
- **Library Book Checkout:**
  - When applicable, students may borrow **no more than two books** at a time for up to four weeks.
  - A designated book drop will be available for returns in the library and in designated locations.
  - Books must be returned on time and in good condition. If a book is lost, severely damaged (not readable), or not returned after six weeks, families will be notified and responsible for replacing the book or covering the replacement cost.



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