

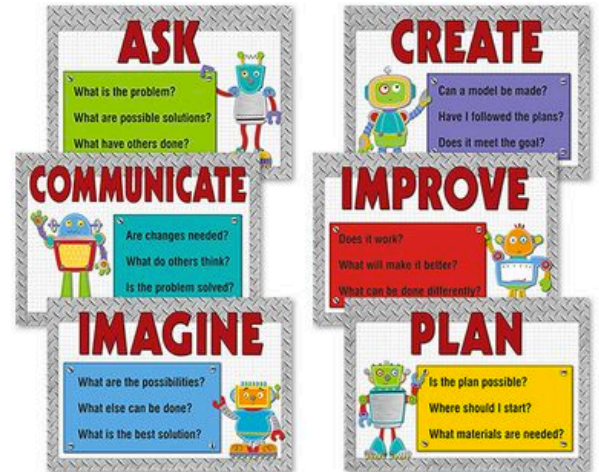
**MEMO**

**RE: LEGO POLICY**

Receipts for LEGO (or similar Building/Construction/Robotics) sets purchased by families may be submitted for reimbursement.

**The following guidelines apply:**

- All kits/sets must include curriculum/standards and/or instructional material related to a specific course in the student’s ILP
- Kits/sets under \$200 may be reimbursed and are considered consumables (\$200 annual maximum)
- Kits/sets over \$200 require pre-approval by the principal and are considered non-consumable and must be returned



**Reimbursements will be made the following way:**

- Under \$200 – with proper receipts, the reimbursement will be handled under the normal reimbursement process
- Over \$200 – with proper receipts, the first \$200 will be paid when turned in for reimbursement. The balance will be paid when the kit/set has been returned to FPCS fully inventoried and in good condition verified by the Sponsor Teacher and FPCS staff member. Remainder of reimbursement must be made in the same school year as the purchase – after 5/31 no additional reimbursements will be processed.
- All purchases and reimbursements must meet the school reimbursement deadline dates

**NOTE:** Any purchase of replacement for missing or damaged parts is the personal responsibility of the family and will not be reimbursed.