

Instruction

REIMBURSEMENT OF MATERIALS AND/OR EQUIPMENT LOST, DAMAGED OR DESTROYED BY STUDENTS/ADULTS

1. If the item is overdue one week, the responsible person will be notified.
2. After two weeks, a second notice will be sent with the request that the item(s) be returned. In the case of students, this notice will be sent home with the request the parent/guardian acknowledge receipt of the request letter.
3. If the item has not been returned after three weeks, a bill will be sent requesting payment for this item.
4. If the lost item is found at a later date, the parent/guardian or staff person will be notified and a refund will be made.