

# Series 6000

## Instruction

## 6164 Regulation

### Care of Instructional Materials

**Damaged or Lost Instructional Materials and other school property.** Library books, textbooks and equipment that are the property of the Eastford Elementary School are loaned to students for use as part of the instructional and/or extracurricular program.

Any student who loses or damages a book(s), sports uniforms and/or equipment is required to reimburse the Eastford Elementary School as follows:

- Students must pay the current value of any educational material lost or damaged beyond ordinary wear.
- Students who do not pay for lost library books within a reasonable time shall lose library privileges.
- All money collected for a lost item shall be returned if the item is found and is in good, useable condition.
- Parents shall be notified of a lost or damaged item using the appropriate form as soon as the loss or damage is ascertained.

Teachers and staff shall insure that students take proper care of materials. Students shall enter their name and other information on a bookplate or other identifying label.

If a student loses his or her book during the school year, the teacher should issue another book to the student.

Legal Reference: Connecticut General Statutes  
[10-221\(c\)](#) Boards of education to prescribe rules.

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*Eastford Board of Education*