

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Governing Board recognizes that instructional materials are an expensive resource. The Superintendent or designee may establish procedures in accordance with law to protect instructional materials from damage or loss.

Instructional materials provided for use by students remain the property of the District. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

When materials are lost or so damaged that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine a lesser charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student/parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the District may withhold the student's diploma, transcripts, and delay summer pre-registration activities until debts are paid. In addition, sites may withhold privileges such as receiving a yearbook, buying a parking permit, or purchasing a ticket to an extra-curricular event.

*Legal Reference:*

*EDUCATION CODE*

*48904 Willful misconduct; limit of liability of parent or guardian*

*48904.3 Withholding grades, diplomas or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

*60411 Purchase and use; property of district*

*CODE OF REGULATIONS, TITLE 5*

*305 Pupil responsible for care of property*