

**Policy 6161.2: Damaged Or Lost Instructional Materials**

**Status:** ADOPTED

**Original Adopted Date:** 03/01/1987 | **Last Revised Date:** 07/01/2005 | **Last Reviewed Date:** 07/01/2005

The Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. 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 immediately issued a replacement material. However, students or parents/guardians 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 an appropriate 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 or 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 grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 305	<a href="#"><u>Student responsible for care of property</u></a>
Civ. Code 1714.1	<a href="#"><u>Liability of parent or guardian for act of willful misconduct by a minor</u></a>
Ed. Code 48904	<a href="#"><u>Liability of parent</u></a>
Ed. Code 48904.3	<a href="#"><u>Withholding grades, diplomas or transcripts causing prop. damage or injury; transfer to new school districts; notice to rescind decision to withhold</u></a>
Ed. Code 60119	<a href="#"><u>Purchase and use; property of district</u></a>
Ed. Code 60119	<a href="#"><u>Sufficiency of textbooks and instructional materials; hearing and resolution</u></a>

Ed. Code 60411

[Purchase and use; property of district](#)

## Management Resources

## Description

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Education](#)

## Cross References

### Code

### Description

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2

[Complaints Concerning Instructional Materials](#)

1312.2-E(1)

[Complaints Concerning Instructional Materials](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4-E(1)

[Williams Uniform Complaint Procedures](#)

1312.4-E(2)

[Williams Uniform Complaint Procedures](#)

3260

[Fees And Charges](#)

3260

[Fees And Charges](#)

3515.4

[Recovery For Property Loss Or Damage](#)

3515.4

[Recovery For Property Loss Or Damage](#)

5125.2

[Withholding Grades, Diploma Or Transcripts](#)

5131.5

[Vandalism And Graffiti](#)

5144.1

[Suspension And Expulsion/Due Process](#)

5144.1

[Suspension And Expulsion/Due Process](#)

6161.1

[Selection And Evaluation Of Instructional Materials](#)

6161.1

[Selection And Evaluation Of Instructional Materials](#)

6161.1-E(1)

[Selection And Evaluation Of Instructional Materials](#)

6163.1

[Library Media Centers](#)