

# LODI UNIFIED SCHOOL DISTRICT

## Policy 6161.2

### Instruction

#### Damaged or Lost Instructional Materials

The Board of Education recognizes that instructional materials are an expensive resource. The Superintendent or designee may establish procedures/guidelines in accordance with law to outline circulation procedures and protect instructional materials from damage or loss.

Instructional materials provided for use by students and/or district staff remains the property of the district. Students and/or staff 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 or staff member 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.

Each instance of damaged or lost instructional materials shall be considered individually. The Superintendent or designee may excuse the student/parent/guardian or staff member from payment of reparation if circumstances warrant.

If reparation is not excused and not paid by the student, parent/guardian, or staff member, the district may initiate due process procedures as necessary, including, in the case of a student, the withholding of grades, diploma and/or transcripts, and/or denial of participation in graduation ceremonies.

Legal References: 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

Government Code

Code of Regulations, Title 5

305 Pupil responsible for care of property

Board Policy

5125.2 Withholding Grades, Diploma or Transcripts

5127 Graduation Ceremonies and Activities

6146.1 High School Graduation Requirements/Standards of Proficiency

Policy

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revised: 06/19/15 (technical revision)