Damaged or Lost Instructional Materials

Original Adopted Date: 12/08/1998 | **Last Revised Date**: 08/04/2026 | **Last Reviewed Date**: 08/04/2026

The Board of Education 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 them, 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 rule.

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.

Legal References:

STATE
CALIFORNIA CODE OF REGULATIONS
5 CCR 305 Student responsible for care of property
CIVIL CODE
1714.1 Liability of parent/guardian for act of willful misconduct by a minor
EDUCATION CODE
48904 Liability of parent/guardian
48904.3 Withholding grades, diplomas or transcripts causing prop. damage or injury; transfer to new school districts; notice to rescind decision to withhold
60119 Purchase and use; property of district
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60411 Purchase and use; property of district
MANAGEMENT RESOURCES
WEBSITES
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#
California Department of Education http://www.cde.ca.gov/

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