

Instruction

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

AR 6161.2

Background

The Education Code, Section 48904, Parent Liability, allows the school district to demand payment for unreturned loaned property. The key elements of this provision are:

- A. The district must afford the student his or her due process rights by notifying the parents or guardian of the student in writing that materials have not been returned.
- B. The district may then withhold the grades, diploma and transcripts of the student.
- C. If a student is unable to pay for the unreturned materials, the district must provide a program of voluntary work in lieu of payment.

Notification

In writing to the parent or guardian of the student is required by the Education Code. This notification shall be accomplished by two methods:

Form letter: A standard letter will be sent to parents or guardians notifying them that the student has not returned a book or other school property. This letter shall be used by all schools. The letter is general in nature and does not list the specific books. Parents/guardians are asked to contact the school for the specific titles and cost. It shall be the responsibility of the school to send these letters at the close of each marking period. A copy of the standard form letter, "Notice to Parents" is attached.

Grade Report: Grade Report may be withheld during the year and will be withheld at the end of the year for any students with unresolved textbook/library book obligations.

Enforcement

- A. The enforcement provisions of this policy will include those steps provided for in the applicable sections of the Education Code, (Sect. 48904).

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- B. Students who have not returned texts or library books issued to them by the district and have been notified in writing, shall be subject to the following penalties, pending their return of or payment for the materials.
 - 1. Grade reports withheld: The district shall provide a process to generate the message, "Grades withheld. Your child has a text/library book obligation. Please contact the school administrative designee." The student grade report upon which this message appears will have no grades. It shall be the responsibility of the school to generate this message each marking period.
 - 2. Graduation ceremony and diploma withheld: The district shall require that candidates for graduation meet academic requirements and citizenship requirements including clearing all school obligations. Clearance of school records should be a prerequisite to the issuance of the cap and gown and participation in the ceremony. It shall be the responsibility of the school to notify the student in sufficient time to clear the dept before graduation.
 - 3. Transcripts withheld: The district shall require that inter-district requests for transcripts of students exiting Pasadena Unified School District not be honored for students who have outstanding text/library book obligations. For such students the administrative designee shall indicate on the clearance form that the records are not to be cleared. The registrar shall respond to requests for such transcripts that they will not be issued until the outstanding obligations are cleared.

Collection

- A. Administrative designee's responsibility: The administrative designee shall be responsible for clearing the student records of text/library book obligations, collecting these funds and depositing them in the appropriate account.
- B. Cost basis:

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1. The charges for lost or unreturned library materials shall be computed on the basis of replacement cost (cost to the district to provide another copy of the same title).
 2. The charges for lost unreturned textbook materials shall be computed on the basis of full replacement price.
 3. For damaged books the student will be charged up to 50% of the cost of a new book. If charges exceed 50%, the student will be charged for a lost book and allowed to keep the damaged copy.
- C. Return of collected money: Money collected for lost or damaged textbooks will be placed in district accounts and will be returned to the textbook fund.
- D. Student work alternative: When the alternative means of collection is student work, the student may be assigned to work under the supervision of the clerical staff, custodial staff, or administrative designee. The student may reduce the debt at a rate not less than the minimum wage. Parent approval is required.

Implementation

This procedure will become effective February 2010.

Regulation

Approved: January 23, 1996

Revised: March 9, 2010

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California