



5023.2 Damaged, Lost, Non-Returned Instructional Materials Administrative Regulations

Effective Date: **Apr 14, 2023**

Administrative Regulations:

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or willfully does not return district property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code [48904](#). Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages, the Executive Director or designee may withhold the student's grades, diploma, and/or transcripts.

This administrative regulation shall not apply to a student who is a current or former homeless or foster youth.

Before withholding a student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct.

The student shall be afforded due process consistent with procedures established for the expulsion of students.

When a student who is transferring into the district has had grades, a diploma, and/or transcripts withheld by the previous district, the Executive Director or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded.

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Executive Director or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code [48904](#).

The Executive Director or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district.

JCS Procedure for Non-Returned Materials:

1. When a student leaves the school a list of fines and materials checked out to the student will be printed in order to reference outstanding materials. The Educational Facilitator or Academy Secretary will immediately begin the process of retrieving the materials. If the materials have not been collected and returned to the Resource Center or Academy within 30 days then replacement fines will be issued for each item.
2. After 30 days of non-receipt, an email will be sent to the parent's last known address requesting the return of the items or replacement fees if the items cannot be returned.
3. The Central Office File clerk and Resource Center Staff will make attempts to contact the family repeatedly by phone, mail and email.

4. If the Central Office File Clerk and Resource Center Staff are unsuccessful, they will contact the new student's school to alert them of Fines owed. If the student has graduated the Diploma will be held until resolved.
5. Sixty days after the student has withdrawn from JCS, Inc, the Resource Center or Academy will email the parents with a link to pay the fines.
6. When the items have been replaced/returned or fines paid, the materials will be taken off the student's Check out list.
7. After 18 months of repeated requests without resolution, the Resource Center Manager or designee will then decide if the value of the missing materials warrants pursuing reparation further or to stop.
8. When an Active or fails to return materials by the end of the school year--If the student is still enrolled with JCS, Inc, but has not returned outstanding materials from the previous school year, EEP and EMR requests may be held up until resolved.

JCS Procedure for Damage or Lost Materials:

1. When a student has returned an item in damaged condition or when an item has been reported as lost by an Active student, the Resource Center or Academy will send an email listing the replacement value of the item(s). This email will be distributed to the parent, Educational Facilitator or Academy Teacher as well as the parents.
2. The email will have a student's materials list and a link so that the fines may be paid online with a credit/debit card if the parent chooses not to replace the item.
3. When the items have been replaced or fines paid, the materials will be taken off the student's Check out list.
4. Cash and check payments will be issued a receipt and funds will be sent to the Central Office for proper deposit.
5. The Accounts Payable Department will deposit the money into the appropriate department's account. If no account is designated, the money will be deposited into the general fund.

Revised ARs 04/14/2023

Revised ARs 06/05/2020

Original ARs 12/03/2004

[Link to 5023.1 Damaged, Lost, Non-Returned Instructional Materials Policy](#)

[Link to 5023.3 Damaged, Lost, Non-Returned Instructional Materials Resources](#)

