



## Damaged, Lost, Non-Returned Instructional Materials Policy

**Effective Date:** Apr 14, 2023

**Approved by:** Board of Directors

### **Policy**

The Governing Board recognizes that instructional materials are an expensive resource. The Executive Director or designee shall establish procedures in accordance with law to protect instructional materials from damage or loss.

Instructional materials provided for use by students remain the property of JCS, Inc. (JCS). Students are responsible for returning borrowed materials in good condition, in a timely manner, with no more wear and tear than usually results from normal use. Instructional materials labeled as consumable are not required to be returned, unless the student does not consume those materials during the duration of time enrolled with JCS, Inc.

When materials are lost or so damaged that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Executive Director or designee shall determine a lesser charge.

If it can be demonstrated to the Executive Director or designee satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Executive Director or designee may excuse the student, parent, or guardian from payment of reparation.

The due date for returning materials will be the last day of the school year. A grace period of 30 days will be given before fines equal to the current replacement cost of the materials will be placed on the student's account. The fines will remain on the student account until the materials are returned, replaced or reparation payment have been received.

When school property has been willfully damaged or not returned upon demand, the Executive Director or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that JCS, Inc. (JCS) may withhold grades, diplomas, or transcripts from the student and parent/guardian until reparation is made.

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Original Policy 12/03/2004

Revised Policy 06/08/2007

Revised Policy 06/05/2020

Revised Policy 04/14/2023

[Link to 5023.2 Damaged, Lost, Non-Returned Instructional Materials Administrative Regulations](#)

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