

# Salinas Union High School District

Instruction

Regulation #6161.2

## **DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

### **Fees For Loss Or Damage To Books**

1. All students who are issued state of District textbooks shall be informed by their teachers that the books must be treated carefully and that the law permits and Board policy requires the collection of a fee for deliberate or negligent damage to or loss of these books.
2. The fee for loss of books shall be in accordance with the published list price. Damage to books shall be determined by the teacher and principal, and the fee shall be in accordance with their judgment of damage. The fee shall be a minimum of \$2.00. Normal wear and tear shall not be construed as deliberate or negligent damage.
3. It shall be the duty of the principal of each school to enforce the regulations for damage to or loss of textbooks and to collect the fees.
  - a. Fees collected from students shall be forwarded to the Business Office through the clearing account of the school. Fees for damage or loss of books shall be coded for abatement to the expenditure account for purchases of similar books.
  - b. Refunds to students for return of lost textbooks shall be made once a month after the close of the month. Refund checks shall be mailed to the parent or guardian; they are not to be given or mailed to the student.
  - c. Refunds to students for return of lost textbooks shall not be made for books returned after June 30 of the fiscal year in which they were lost.

### **Work Program**

1. When the minor and parent are unable to pay for the damage, schools will provide a program of voluntary work for the minor in lieu of payment for monetary damages. This volunteer work will not be in violation of California Education Code and local CSEA contract.

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