

## Student Materials Regulations

### **Victor Valley Union HSD**

#### **Administrative Regulation**

#### **Overdue, Damaged or Lost Instructional Materials**

AR 6162.2

When school property has been willfully damaged or not returned upon demand, the principal 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 the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made and/or send the debt balance to Credit Management Systems. (Education Code 48904 (b)(1))

The following process shall be followed by each school site:

Students and parents will be reminded through an NTI call at the end of the school year that all books must be returned and fines paid.

At the beginning of the next school year, 2 more NTIs will be made giving parents a 3 week deadline to clear all charges.

After the three weeks, letters will be sent to those students still owing with a clearance deadline.

After clearance deadline (beginning of November) all remaining charges will be sent to Credit Management Systems.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts and send the debt balance to Credit Management Systems.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

If the student and parent/guardian are unable to return the property or pay for any charges in full, the principal or designee shall provide a payment contract for the student. Contracts current on payments will be considered in process and will not result in withheld clearances or be sent to Credit Management Systems. When the payments are completed, the student's grades, diploma or transcripts shall be released and their debt to the school considered satisfied.

If the charges have been sent to Credit Management Systems, the student and parent/guardian must make payment arrangements with Credit Management Systems.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released and their debt to the school considered satisfied. If the charges have been sent to Credit Management Systems, the student and parent/guardian are responsible for any charges owed to Credit Management Systems.(Education Code 48904 (b)(2))

If site principals have evidence that a student may not be at fault for incurred losses, the principal shall work with the library personnel to initiate a Payment or Work Contract.

No site administration shall waive charges.

Libraries will not collect any fees owed to Credit Management Systems.

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

If a parent pays the district or site for a book and then returns the book at a later date, a refund will be given when the parent provides a written request accompanied by the original receipt and the book has not been declared obsolete by the district. Any damage charges will be deducted from the book refund total.

Refunds will not be given for books that have been paid to Credit Management Systems.

Certain after school activities will require a library and ASB clearance. This includes athletics, cheer leading, drama productions and any other activities that require eligibility and/or try-outs.

In order to be considered clear, students must have no overdue library or textbooks and owe no charges of any kind.

Legal Reference:

#### EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

Regulation VICTOR VALLEY UNION HIGH SCHOOL DISTRICT