**Instruction** BP 6161.2

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of College and Career Advantage (CCA). Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3260 - Fees and Charges)*

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued replacement material. However, students or parents/guardians 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 an appropriate charge.

If it can be demonstrated to the Executive Director or designee's 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 or parent/guardian from payment of reparation.

*Legal Reference:*

*EDUCATION CODE*

*48904 Willful misconduct; limit of liability of parent or guardian*

*48904.3 Withholding grades, diplomas or transcripts of students causing property damage or injury*

*60119 Public hearing on sufficiency of materials*

*60411 Purchase and use; property of district*

*CIVIL CODE*

*1714.1 Liability of parent or guardian for act of willful misconduct by a minor*

*CODE OF REGULATIONS, TITLE 5*

*305 Student responsible for care of property*

*Management Resources:*

*WEB SITES*

*California Department of Education: http://www.cde.ca.gov*

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