

Kenter Canyon Elementary Charter School
LOS ANGELES UNIFIED SCHOOL DISTRICT

**FINANCIAL RESPONSIBILITY FOR DAMAGED SCHOOL PROPERTY
INCLUDING LOST TEXTBOOKS & WORKBOOKS**

References to “Kenter”, “Kenter Canyon”, “School” and “Kenter Canyon Elementary School” are synonymous with Kenter Elementary Charter School

Purpose: To comply with LAUSD Policy & William Case Law and California Education Code section 48904, as well as avoid excessive costs and negative budget implications resulting from lost or damaged student textbooks and workbooks

Scope: All students, parents and staff of Kenter Canyon Charter Elementary School.

LAUSD Policy: Kenter Canyon is committed to avoiding waste in the use of all State, LAUSD and privately provided funds. Accordingly, all students, parents and staff at Kenter Canyon have the obligation to act responsibly in the handling and treatment of school-provided property. Parents and guardians of our students have a legal responsibility with regard to property of the Los Angeles Unified School District (District). California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, materials, physical education apparatus, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand. Kenter administration, teachers, and staff will be discussing the meaning of this responsibility with all students. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. **Parents will be expected to pay the replacement or repair cost for any lost or damaged District property. The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared.**

Guidelines: In accordance with State law, students who lose textbooks or workbooks, or damage such item(s) to the extent that such item(s) are no longer usable, shall be provided with a replacement. However, a notice shall be provided by the school to the parents of said student, itemizing the cost of the replacement, and requesting prompt reimbursement thereof.

If, after the notice provided above, reimbursement is still not forthcoming, or arrangements for reimbursement have not been made, within a reasonable period of time not to exceed two weeks, the Principal shall:

1. Call for a meeting between the Principal, student and parents to discuss the implications of lost and/or damaged textbooks and workbooks;
2. Suspend all discretionary privileges on the part of the student, including, without limitation, the right to check-out books from the school library; and/or
3. Take any other actions within the discretion of the Principal, and as required by State law and LAUSD policy, including, without limitation, withholding grades, diploma and/or transcripts of the student(s) until the obligation is cleared.

Student Responsibility

The following are ways parents can help their child understand this responsibility:

- Model careful handling of textbooks, library books, and other school property.
- Help students find a safe place to keep books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

Receipt of Policy

Parents/guardians of each students enrolled at Kenter Canyon Elementary Charter School are required to Submit the below tear-off indicating receipt of this policy. Please indicate by marking the box with an “X” that you have read and understand the role of the parent/guardian in regards to your financial responsibility for damaged school property (including textbooks and workbooks.) Your signature indicates your receipt of the policy.

Return the bottom portion to your child’s teacher.

- - - - Retain top portion at home as a reference for this restitution policy- - - -

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**Acknowledgement for
Receipt of LAUSD Restitution Policy**

Name of Student: _____ **Room #** _____ **Grade:** _____

My signature indicates that I have read the LAUSD Restitution Policy and have discussed it with my child. I have retained a copy of the top portion of said Policy for my reference.

Print Name of Person Signing Below: _____

Signature of Parent/Guardian: _____ **Date:** _____