

Administrative Directive Title: Replacement of Textbooks and Instructional Materials	AD Number: 4.400.2	Adopted: November 2024
Policy References: Board Policy 4.400 – Instructional Materials	Revised:	

1 The following reimbursement schedule shall be used as a guide for collecting fines for lost or
 2 destroyed textbooks or instructional materials:

Age of Textbook/Instructional Material	Amount Collected
1-2 years since date of purchase	100% of replacement cost
3-4 years since date of purchase	75% of replacement cost
5 or more years since date of purchase	50% of replacement cost

3 In cases where the textbook or instructional material is damaged to the extent it is no longer
 4 useable, the amount collected shall conform to the reimbursement schedule provided above. A fine
 5 may only be assessed in cases where the student or parent/guardian damages, loses, or defaces the
 6 textbook/instructional material, either through willful intent or neglect. The Assistant
 7 Superintendent of Curriculum and Instruction shall have discretion on reimbursement collection if
 8 cost of replacement is under one hundred dollars (\$100.00).

9 Following an interview with parties and an investigation, if needed, the principal may assess the
 10 appropriate fine and notify the parent(s)/guardian(s) in writing.

11 The principal may include with the notice a provision stating that failure to pay the fine imposed
 12 within a reasonable time may withhold all grade cards, diplomas, certificates of progress, or
 13 transcripts until restitution is made.

14 The principal may waive the assessment of fines when in their judgment, the student is the victim
 15 of uncontrollable circumstances and not responsible for the damages.