

**DFJ-R District Property Replacement/Restitution**

7/20/16

GSBA Reference: DFJ (Fines)

**RATIONALE/OBJECTIVE:**

The purchase of instructional resources represents a significant expenditure of public funds each year in the Cobb County School District (District). The availability of instructional resources is critical to the successful operation of the instructional program of the District.

**RULE:**

The accountability for textbooks, library media materials, other instructional materials, and portable equipment, including but not limited to, laptops, camcorders, digital cameras, cell phones, and computer tablets, purchased through public and/or school funds (instructional resources) is the responsibility of the person to whom these items are issued. For students, this means the student and his/her parent/guardian; for employees, this means the employee.

**A. PROCEDURES:****1. District:**

- a. The District shall establish procedures for textbook, library media, supplemental materials, and portable equipment accountability designed to ensure the maximum availability of materials to all students and employees.
- b. Procedures for the check-out of technology equipment shall comply with the provisions of Administrative Rule ECH-R (Authorized Use of Equipment and Supplies).
- c. **Lending Instructional Materials to Parents/Guardians/Students During the Summer Months:**

The following directives shall be observed concerning materials accountability:

- (1) Instructional resources, including textbooks, may be checked out to parents/guardians/students according to the need of each individual request.
- (2) Schools shall be held financially responsible for instructional resources checked out to parents/guardians/students:
  - (a) Principals or designees may require a deposit equal to the replacement cost of the resources borrowed;
  - (b) The collection of this deposit must be culminated by the close of the school's financial records at the end of the fiscal year.
- (3) Parents/guardians/students will be reimbursed the full amount of the deposit upon return of the resources.
- (4) In the event instructional resources are not returned, or are badly damaged, the deposit, or a portion thereof, will be forfeited in accordance with the fee structure set forth below.

**2. School:**

Each school shall also maintain a standard procedure for materials accountability consistent with the overall District plan.

**3. Unauthorized Possession:**

Any unauthorized possession of items without approved check out will be investigated as a possible theft.

**B. ACCOUNTABILITY:**

Once instructional resources are issued either to a student or employee, it shall be the total responsibility of the person to whom the item was issued to return the items to the District or school for further use.

**1. Textbooks:**

Refer to Administrative Rule DIC-R (Inventories).

## 2. **Restitution:**

### a. **Reimbursement:**

When instructional resources are not returned in a condition suitable for continued use, it shall be the responsibility of the person to whom the item was issued to reimburse the District the replacement cost of the items. Fees for damaged instructional materials:

(1) If instructional materials are damaged to the extent that they cannot be used, the parent/guardian/student must pay the full cost of replacement;

(2) Charges for damages to print materials, including library media books and textbooks, will be assessed as follows:

#### (a) **Unusable:**

The full cost of replacement must be paid if the book is declared unusable.

Damages rendering a book unusable include but are not limited to:

- 1) Torn out pages;
- 2) Broken spine;
- 3) Obscene drawing; and
- 4) Obscene writing.

#### (b) **Major Damages:**

One-half (50%) of the full cost of replacement must be paid for major damages which include but are not limited to:

- 1) Broken cover;
- 2) Water damage; and
- 3) Excessive marking.

#### (c) **Minor Damages:**

Care should be taken in assessing minor damages so that allowances are made for normal wear and tear. One-quarter (25 %) of the full cost of replacement must be paid for minor damages which include but are not limited to:

- 1) Pen and pencil markings;
- 2) Multiple folded pages; and
- 3) Multiple torn pages.

### b. **Ownership:**

Damaged instructional resources shall become the property of the person to whom the item was issued once full replacement funds are received by the school or District.

### c. **Failure to Reimburse:**

#### (1) **Students:**

##### (a) **Textbooks:**

Students who do not pay for textbooks issued to them which have been lost or damaged shall not be issued additional textbooks or other instructional materials until restitution is made. Students who have not been issued textbooks due to unpaid debts should be loaned text materials for classroom work when required.

##### (b) **Instructional Resources:**

Students who do not pay for instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made.

##### (c) **Report Cards/Diplomas:**

Students who do not pay shall not receive grade cards, diplomas or progress reports until restitution is made.

##### (d) **Records/Transcripts:**

Student records should be sent to other K-12 public or private schools upon request of the institution. Procedures are provided in Administrative Rule JR-R (Student Records).

##### (e) **Inability to Pay:**

Indigent students and their parents/guardians who have debts resulting from lost or damaged instructional resources must make good faith and best efforts to pay the debts or make suitable equivalent restitution. If the Principal determines the parents/guardians/students are financially unable to make restitution, the debts may be forgiven as follows:

- 1) **Textbooks, Library Media Books, and Other Print Materials:**  
Upon the written request of the parent/guardian.
- 2) **Portable Equipment:**  
The Superintendent or his/her designee, may forgive the debts upon the written request of the parent/guardian.
- 3) **Financial Accountability of Schools:**  
Schools shall not be held financially accountable for lost or damaged instructional resources resulting from:
  - a) Forgiveness of indigent debts; or
  - b) Students discontinuing enrollment.

These losses are to be annually reported on the textbook inventory for adjustment in the yearly financial allocation.

(2) **Employees:**

Employees who do not return instructional resources, as defined above, issued to them or pay for loss or damage to instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made. Refer to Administrative Rule ECH-R (Authorized Use of Equipment and Supplies) for specific provisions.

Adopted: 8/12/81

Revised: 4/28/83; 8/8/84; 1/10/90; 6/12/91; 6/25/92; 7/28/94; 3/8/95; 8/9/95; 3/26/98; 7/26/01

Reclassified an Administrative Rule: 9/1/04

Revised: 6/11/08; 9/9/09

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule ECAD)

Revised: 7/20/16

Legal Reference  
Rule 160-5-1-.12

Student Fees and Charges/Required Student Equipment and Material