



Cabrillo Point Academy

# **Educational Materials & Restitution Policy**

## TABLE OF CONTENTS

EDUCATIONAL MATERIALS AND RESTITUTION POLICY .....	3
OVERVIEW .....	3
PROCEDURES .....	3

# EDUCATIONAL MATERIALS AND RESTITUTION POLICY

This policy supports Cabrillo Point Academy's ("School") efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

This Educational Materials and Restitution Policy sets forth the School's policy and procedures for the provision and return of materials and equipment owned or leased by School and loaned to or otherwise used by students, including the School's procedures for restitution in the event students willfully damage or fail to return School property. It is important for students and families to exercise care in using School's educational materials and devices, and return them to School upon request, so that they remain in good working order and can continue to be used for students in School's program.

## OVERVIEW

Students attending School may receive access to certain School property during the course of the school year, including educational technology (e.g., laptops or other devices) and textbooks, and they are responsible for ensuring the educational materials are returned to School upon request (with reasonable wear and tear).

California law states that the parent or guardian of a minor student can be held liable to a school for all property loaned to the student and not returned upon demand, or for property that is willfully damaged by the student. Such liability shall not exceed \$10,000 adjusted annually for inflation.

It is the policy of the School to seek restitution when a student willfully cuts, defaces, or otherwise damages School property, or loses or fails to return property owned or leased by School. "Damage" to School property includes but is not limited to: installing unauthorized software applications on School devices (e.g. laptops); modifying, adding or deleting software on school devices; or any alteration to the configuration of any and all IT computing devices.

If a student has willfully damaged or failed to return School property, the School may, after affording the student due process rights (described below), withhold privileges of participation in school activities that are deemed privileges (e.g., graduation ceremonies, dances).

Whenever a student transfers to another K-12 school, the student's permanent record must be sent to the requesting K-12 school. The permanent record, or copy, will be sent even if there are charges or fees owed by the student, parent, or guardian for lost or damaged property.

## PROCEDURES

- School shall use inventory systems to clearly identify the School property issued to each student.
- School shall implement a restitution process by which students who lose or damage School property are afforded the opportunity to return the missing property or pay for the damages. Assuming the student returns the missing property or pays for the damage, the debt is discharged

and the privileges of participation in school activities shall be restored.

- School shall afford students the due process listed below, which allows the parent/guardian or student an opportunity to review and respond to the imposition of any fees or charges resulting from this policy.
  - The School shall provide the parent/guardian written notice of alleged loss or damage of School property, requesting the return of the School property and/or payment for damages to School property (“Written Notice”).
  - The School may contact law enforcement if appropriate, e.g., where a student has willfully damaged or stolen School property.
  - If the parent/guardian disagrees with the School’s Written Notice, they may appeal the Written Notice in writing to the Executive Director within fifteen (15) days from the date of the Notice. The parent/guardian’s appeal should explain why a fee or charge should not be imposed.
  - After reviewing any information provided by the parent/guardian, the Executive Director (or his/her designee) shall decide whether or not to impose the fee for restitution. The parent/guardian shall be notified in writing of the School’s decision in a Second Written Notice. The decision of the Executive Director (or his/her designee) is final.
  - Upon receiving notification of the School’s decision in the Second Written Notice, the parent or guardian is responsible for the return of the School property and/or payment for damages to School property.
  - Upon receiving payment or the return of educational materials in satisfactory condition (e.g., with reasonable wear and tear), the School shall ensure the debt is discharged. If the School withheld privileges, School shall restore the privileges of participation.

The purpose of this policy and the process outlined herein is to provide families a reasonable opportunity to explain or otherwise return missing educational equipment or pay for damaged and missing School property.