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## DISTRICT ADMINISTRATIVE RULE

### DFJ-R District Property Replacement/~~Restitution~~ Reimbursement

7/20/16 ~~x/x/24~~

GSBA Reference: DFJ (Fines)

#### 1 RATIONALE/OBJECTIVE:

2  
3 The purchase of instructional resources represents a significant expenditure of public funds each  
4 year in the Cobb County School District (District). The availability of instructional resources is  
5 critical to the successful operation of the instructional program of the District.

#### 6 RULE:

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8  
9 The accountability for ~~textbooks~~, library media materials, other instructional materials, and  
10 portable equipment, including but not limited to, laptops, ~~cameras~~, digital cameras, cell  
11 phones, and computer tablets, purchased through public and/or school funds (~~instructional~~  
12 ~~resources~~ **Instructional Resources**) is the responsibility of the person to whom these items are  
13 issued. For students, this means the student and his/her parent/guardian; for employees, this  
14 means the employee.

#### 15 A. PROCEDURES:

##### 16 1. District:

- 17  
18 a. The District shall establish procedures for ~~textbook~~, ~~library media~~, ~~supplemental~~  
19 ~~materials~~, and ~~portable equipment~~ **Instructional Resources** accountability designed  
20 to ensure the maximum availability of materials to all students and employees.  
21 b. Procedures for the check-out of technology equipment shall comply with the provisions  
22 of Administrative Rule ECH-R (Authorized Use of Equipment and Supplies).  
23 c. **Lending Instructional Materials to Parents/Guardians/Students During the**  
24 **Summer Months:**

25 The following directives shall be observed concerning materials accountability:

- 26 (1) Instructional ~~resources~~, **Resources** including ~~textbooks~~, may be checked out to  
27 parents/guardians/students according to the need of each individual request.  
28 (2) Schools shall be held financially responsible for ~~instructional resources~~  
29 **Instructional Resources** checked out to parents/guardians/students: .  
30 (3) (a) Principals or designees may require a deposit equal to the replacement cost of  
31 the ~~resources~~ **Instructional Resources** borrowed; .  
32 (4) (b) ~~The~~ **If required, the** collection of this deposit must be culminated by the close  
33 of the school's financial records at the end of the fiscal year.  
34 (5) (3) Parents/guardians/students will be reimbursed the full amount of the deposit  
35 upon return of the ~~resources~~ **Instructional Resources**.  
36 (6) (4) In the event ~~instructional resources~~ **Instructional Resources** are not  
37 returned, or are badly damaged, the deposit, or a portion thereof, will be forfeited  
38 in accordance with the fee structure set forth below.

##### 39 2. School:

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

##### 42 3. Unauthorized Possession:

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

#### 45 B. ACCOUNTABILITY:

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

50 **Textbooks:**

51 Refer to Administrative Rule DIC-R (Inventories).

52 ~~2.~~ **Restitution:**

53 1. ~~a.~~ **Reimbursement:**

54 When ~~instructional resources~~ **Instructional Resources** are not returned in a condition  
55 suitable for continued use, it shall be the responsibility of the person to whom the item  
56 was issued to reimburse the District the replacement cost of the item ~~(s)~~. **Fees for**  
57 ~~damaged instructional materials:~~

58 a. ~~(1)~~ If ~~instructional materials~~ **Instructional Resources** are damaged to the extent that  
59 they cannot be used, the parent/guardian/student must pay the full cost of  
60 replacement;

61 b. ~~(2)~~ Charges for damages to print ~~materials~~ **Instructional Resources**, including library  
62 media books ~~and textbooks~~, will be assessed as follows:

63 (1) ~~(a)~~ **Unusable:**

64 The full cost of replacement must be paid if the **book item** is declared unusable.  
65 Damages rendering a **book print item** unusable include but are not limited to:

66 (a) ~~1)~~ Torn out pages;

67 (b) ~~2)~~ Broken spine;

68 (c) ~~3)~~ Obscene drawing **or defacement**; and **/or**

69 (d) ~~4)~~ Obscene writing.

70 (2) ~~(b)~~ **Major Damages:**

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

73 (a) ~~1)~~ Broken cover;

74 (b) ~~2)~~ Water damage; and **/or**

75 (c) ~~3)~~ Excessive marking.

76 (3) ~~(c)~~ **Minor Damages:**

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

80 (a) ~~1)~~ Pen and pencil markings;

81 (b) ~~2)~~ Multiple folded pages; and

82 (c) ~~3)~~ Multiple torn pages.

83 2. ~~(b)~~ **Ownership:**

84 Damaged ~~instructional materials~~ **Instructional Resources** shall become the property of  
85 the person to whom the item was issued once full replacement funds are received by the  
86 school or District.

87 3. ~~(c)~~ **Failure to Reimburse:**

88 a. ~~(1)~~ **Students:**

89 ~~(a)~~ **Textbooks:**

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

94 (1) ~~(b)~~ **Instructional Resources:**

95 Students who do not pay for ~~instructional resources~~ **Instructional Resources**  
96 issued specifically to them shall be denied the privilege of checking out additional  
97 ~~materials or equipment~~ **Instructional Resources** until **restitution**  
98 **reimbursement** is made.

99 (2) ~~(c)~~ **Report Cards/Diplomas:**

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

102 (3) ~~(d)~~ **Records/Transcripts:**

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

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

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

(a) ~~1) Textbooks, Library Media Books, and Other Print Materials:~~

Upon the written request of the parent/guardian.

(b) ~~2) Portable Equipment:~~

The Superintendent or his/her designee, may forgive the debts upon the written request of the parent/guardian.

(c) ~~3) Financial Accountability of Schools:~~

Schools shall not be held financially accountable for lost or damaged ~~instructional resources~~ **Instructional Resources** resulting from:

- 1) ~~a) Forgiveness of indigent debts; or~~
- 2) ~~b) Students discontinuing enrollment.~~

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

b. ~~(2) Employees:~~

Employees who do not return ~~instructional resources~~ **Instructional Resources**, as defined above, issued to them or pay for loss or damage to ~~instructional resources~~ **Instructional Resources** issued specifically to them shall be denied the privilege of checking out additional materials or equipment until ~~restitution~~ **reimbursement** 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; ~~x/x/24~~

Legal Reference

Rule 160-5-1-.12                      Student Fees and Charges/Required Student Equipment and Material