

PAYMENT FOR LOST OR DAMAGED PROPERTY

The collection of debts for lost or damaged property is the responsibility of the site principal.

These procedures shall be followed in the retrieval of missing and/or defaced items:

1. Accurate inventory records shall be kept at each site clearly indicating the amount of materials issued to and returned by each teacher.
2. When property is issued textbook/materials records (e.g., book cards, sign-out list) shall be completed by the student, checked for accuracy, and initialed by the teacher.
3. When property is returned by the student, the property will be checked by the teacher and the return indicated on the textbook/material records. If the returned property is a textbook, the teacher will initial and date the book card and return the book card to the student.
4. After obtaining the price of the lost or damaged material from the department chairman, the teacher shall:
 - a. Verbally notify the student as to the payment required
 - b. Notify parents of the loss and/or indebtedness
 - c. Notify in writing the principal or his designee of the payment required, the lost or defaced item, and the name of the student involved
5. The principal shall determine if the student is responsible for the replacement cost of lost or damaged property.
6. Students who do not return loaned property or who deface or otherwise make property unusable will have their report cards, transcripts, and diplomas withheld until the debt is cleared.
7. The principal or his designee shall:
 - a. Notify the parents or guardians in writing, of the loss or damage, the amount of payment required, and that the debt may be sent to collection.
 - b. Provide a voluntary work program in lieu of payment, if the minor or parent are financially unable to clear the debt.
 - c. Notify the appropriate school personnel responsible for withholding grades, transcripts, and diplomas.

PAYMENT FOR LOST OR DAMAGED PROPERTY (continued)

- d. Authorize the release of grades, transcripts, and diplomas after payment has been made.
 - e. Deposit collected monies so that they can be abated to the appropriate site instructional materials account.
8. Debts may be turned over to a collection agency.

New Students

The Vacaville Unified School District will withhold the grades, transcripts, and diplomas of new students transferring into the district who have incurred indebtedness with a prior school. The student's records will be released upon receipt of confirmation that the debt has been cleared.

Transfer Students

The records of a student transferring from the Vacaville Unified School District will be sent to the requesting school district with written notification of incurred indebtedness. In compliance with Education Code 48904.3, the receiving school will be asked to continue withholding grades, transcripts, and diplomas until notified that the indebtedness has been cleared.

The student and his/her parent/guardian will be notified that such a request has been made of the student's new school

Collection Procedures

If property is not returned or indebtedness is outstanding two weeks after parent notifications are sent, a second notice will be sent. Form letters or computerized statements may be used to notify parents. Grades, transcripts, and diplomas will be withheld until property is returned or indebtedness cleared.