

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 4.400.2

### Replacement of Textbooks and

### Instructional Materials

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

<b>Age</b>	<b>Amount Collected</b>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

In cases where the textbook or instructional material is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule. A fine may only be assessed in cases where the student or parent/guardian damages, loses, or defaces the textbook or instructional material, either through willful intent or neglect.

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

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:

1. Refusal to issue any additional textbooks or instructional materials until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the student to take interim or final examinations or to earn course credit in the course for which the textbook or instructional material is prescribed until restitution is made; or
4. Reducing the student's grade in the course for which the textbook or instructional material is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.