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MEMORANDUM

To: K-12 Principals and Vice Principals
Teacher Librarians and Library Technicians

From: Jerrilyn M. Ewing, Director of Instructional Support

Date: December 14, 2009

Re: Guidelines for Replacement of Lost/Damaged Instructional Materials

During current budgetary tight times, you may be grappling with issues related to textbook losses. In an effort to provide clarity and uniformity throughout the district, the following guidelines should be followed when determining the replacement of lost or damaged textbooks:

1. It is *recommended* that the cost of lost/damaged textbooks is paid by the student/parent so that Textbook Services can order and replace all necessary instructional materials cost-effectively and through reputable vendors.

2. It is at the school site's discretion to determine if lost/damaged textbooks may be replaced with an exact textbook in lieu of monetary compensation. Because some students are purchasing textbooks from the Internet and offering these for replacement, when making a determination regarding this option the following should be taken into consideration:

    a. Materials should be in usable condition.
    b. Materials should be obtained by a reputable company in order to ensure that the material was legally obtained. Do **not** accept books that are stamped as being the property of another district.
    c. Any used materials should be clearly marked as OBSOLETE by the previous owner if there are markings from any public school district contained within the material.
    d. Materials should be carefully checked prior to acceptance to determine that the book is the exact material used in the district (i.e., ISBN, edition, etc.).

3. If resolution between the school site and the parent/guardian cannot be met, and no reparation has been made for the lost/damaged material(s), school sites may determine course of action in accordance with Administrative Regulation 5125.2- Withholding Grades, Diploma, or Transcripts.

Cc: Nancy Lucia, Christina Penna, Steve Winlock, Anne Zeman, Linda Meyerson, Bob Roe, Mark Cerutti, Sara Noguchi, Laura Hall, Lynn Wagemann