

## **Lewis Center for Educational Research**

**BP 6161.2: INSTRUCTION  
DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

**Adopted: June 12, 2023**

**Revised:**

The Lewis Center for Educational Research (“LCER”), which operates Academy for Academic Excellence (“AAE”) and Norton Science and Language Academy (“NSLA”) (collectively “LCER”) recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with the law. Instructional materials provided for use by students remain the property of LCER. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

When materials are lost or so damaged that they are no longer usable, the student shall be issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, an administrator determines an appropriate charge.

If it can be demonstrated to the President/CEO or designee’s satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the President/CEO or designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, LCER may withhold the student's grades, diploma, and transcripts in accordance with the law.

If the parent/guardian or student is unable to pay for the damages or return the property, the school shall provide a program of voluntary work for the student to do instead. An hourly rate will be assigned that is comparable to the current minimum wage. When the work is done, the student's grades, transcripts, and diploma shall be released.