

LOS ANGELES UNIFIED SCHOOL DISTRICT
Encino Charter Elementary School

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Superintendent of Schools
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Superintendent – Northwest
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Principal
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APEIS

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FINANCIAL RESPONSIBILITY FOR DAMAGED SCHOOL PROPERTY

Dear Parents/Guardians:

This letter is to inform you of your legal responsibility with regard to property of the Los Angeles Unified School District (District). California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, shop materials, physical education clothes, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand.

We will be discussing the meaning of this responsibility with all students. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. **Parents will be expected to pay the replacement or repair cost for any lost or damaged District property.** The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared.

The following are ways to help your student understand this responsibility:

- Model careful handling of textbooks, library books, and other school property.
- Help students find a safe place to keep books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

We look forward to a successful school year with your student.

Sincerely,

Principal

I have read and understand this policy: (Parent Signature) _____



Encino Charter Elementary
2012 California Distinguished School
2016 California Gold Ribbon School

