

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

4.20

MANAGEMENT OF TEXTBOOKS

POLICY:

The Superintendent is ultimately responsible for the requisition, purchase, receipt, storage, distribution, use, conservation, records, and reports of and management practices and property accountability concerning all instructional materials used in the school system. The principal shall be responsible for the proper handling of textbooks. In the discharge of this responsibility, the following shall be observed:

- (1) All textbooks received by the school shall be properly accounted for by the school.
- (2) Where a book is lost or damaged beyond normal use, the student shall pay the cost of replacement or the amount assessed for damage.
- (3) In the case of lost books or a book damaged beyond use, the amount to be charged or collected shall be determined as follows:
 - (a) New book (issued first time): total purchase price
 - (b) A book in use for more than one (1) year and suitable for distribution and in current adoption – 20% reduction of purchase price for first three (3) years of use and 20% of purchase price for four (4) or more years.
- (4) Under no condition may a cumulative record, report card or progress report be delayed or may grades be withheld from the permanent record for failure to pay an assessment for destroyed, lost or damaged books.
- (5) Where a student has failed to pay for lost or damaged textbooks, and extenuating conditions do not exist, no additional library books or textbooks shall be issued until the obligation has been met.
- (6) Textbooks lost or damaged beyond normal usage and not collected for will be charged against the school's allocation on the basis of schedule in subsection (3) of this rule.

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- (7) Teachers shall make periodic checks to see that students can account for books issued to them and to determine book care.
- (8) The School Board will hold the principal responsible, the principal shall hold the teachers responsible, and the teachers shall hold the students responsible for all textbooks.

STATUTORY AUTHORITY : 1001.41(2), F.S.

LAWS IMPLEMENTED: 1001.49; 1001.51; 1006.28; 1006.42; 447.01, F.S.; 6A-1.955, SBER

History:

Adopted: Revision Date(s): October 19, 1982; July 1, 1989; July 1, 1996; January 14, 1999; August 14, 2007; ; February 9, 2010 Formerly:
