

INSTRUCTIONAL MATERIALS

1. The principal has the responsibility for maintaining accurate records related to the instructional materials used at the school site, including accounting inventory and evaluations of non-district evaluated materials.
2. Any individual having the responsibility for a student or students to whom or for whom instructional materials have been issued shall be held accountable for these materials in accordance with the laws set forth in Florida Statutes, and such policies, rules and regulations as the School Board may adopt.
3. Instructional materials distributed to students, as provided by Florida Statutes, shall be merely loaned to the students while they pursue the courses of study to which such materials relate. The materials shall be returned at the direction of the principal or teacher in charge.
- 3.4. Students shall be provided with the opportunity to receive the major tool of instruction in the core courses of mathematics, language arts, social studies, science, reading, and literature in whichever format is currently available and best serves the needs of the student. The format is not limited to hardbound or softbound textbooks and can include materials in varying digital formats s. 1006.28 (1).
5. Students shall be held accountable for school and district technology usage guidelines as outlined in school board policy 5306.
- 4.6. Responsibility of teachers and principals:
  - a. Teachers and principals shall ascertain by inspection, and insure through every available agency, that all instructional materials issued to the school by the Superintendent are cared for properly, whether such materials are in the hands of students or in storage.
  - b. Teachers and principals shall see that all reports are completed and submitted to the proper authority on the forms prescribed by the Commissioner of Education and supplied through the office of the Superintendent.
  - c. Teachers and principals shall prepare and transmit to the proper authority such records and reports as may be required by the Commissioner of Education and such supplementary records and reports as the Superintendent may direct.
  - d. To comply with the provisions adopted by the Board with respect to collections made for damaged or lost instructional materials:
    - (1) Students shall not be assessed for the use of instructional materials except when there is evidence of abnormal wear and tear (unnecessary damage), destruction or loss. Failure to pay obligation will be entered in student database.
    - (2) If instructional materials issued to a teacher are lost (e.g., either by removal from a classroom without the teacher's knowledge, or by children who borrow them and then move away without returning the materials), a written record shall be made accounting for the loss. In such cases, a teacher shall not be held responsible for the loss of such materials unless ~~the teacher obviously has been negligent~~ a pattern of negligence exists.
    - (3) When instructional materials cannot be accounted for:
      - (a) The titles and the names and last known addresses of the students to whom the lost instructional materials were issued shall be submitted to the proper authority.
      - (b) A report must be filed as to the efforts made to collect or account for each item.
      - (c) A special report shall be made for lost instructional materials that have not been issued to students. When the reason or cause for such loss is known, this must be included in the report.
- 5.7 In order to comply with the provisions of Florida Statutes or give reasons in writing to the Superintendent (designee) for noncompliance, principals must account for all instructional materials delivered into their custody by returning all such materials or by providing explanation for each material not returned, in the same manner as discrepancies are reported to principals by teachers.

SBBC 3/16/15 4:19 PM

**Comment [1]:** The previous policy was ambiguous with the final responsibility, this clause places final responsibility on the school leader, the principal.

SBBC 3/16/15 4:20 PM

**Comment [2]:** Since instructional materials come in many forms (print and digital) we need to ensure proper technology use.

SBBC 3/16/15 4:21 PM

**Comment [3]:** This statement holds the student responsible for their obligation for instructional materials and tracks those obligations.

SBBC 3/16/15 4:24 PM

**Comment [4]:** This statement recognizes that it is not the teachers fault if students lose textbooks, unless there exists of pattern on the teacher's part that has caused the loss of books.

8. The principal has the responsibility for ensuring the surplus process is adhered to relating to the disposal of instructional materials.

6.9 It shall be the duty and responsibility of each principal to collect from each pupil or his/her parent, the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged, to report and transmit such amounts so collected to the Superintendent's (designee) s. 1006.28. to be deposited in District fund and added to the District appropriation for textbook materials.

~~7.10~~ In no case shall a principal or a teacher be held financially accountable for the loss of instructional materials if appropriate accounting for all losses shall have been made in accordance with the foregoing provisions.

AUTHORITY: 1001.41, Fla. Stat.

LAWS IMPLEMENTED: 1006.28 (1), 1006.28 (3) (b), Fla. Stat.

PROCEDURES ADOPTED: 9/5/74

PROCEDURES AMENDED: ?

SBBC 3/16/15 4:25 PM

**Comment [5]:** This holds the school leader responsible for disposal of materials. See Policy 6308 for more details for disposing instructional materials.

SBBC 3/16/15 4:27 PM

**Comment [6]:** There was no mention of the monies collected in the previous policy. All parties agree that the monies should be returned to the District fund for future use in purchasing instructional materials.