

TEXTBOOKS INSTRUCTIONAL MATERIALS

1. Any individual having the responsibility for a student or students to whom or for whom **textbooks instructional materials** have been issued shall be held accountable for these **books materials** in accordance with the laws set forth in Florida Statutes, and such policies, rules and regulations as the School Board may adopt.
2. **Textbooks 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 **books materials** relate. The books shall be returned at the direction of the principal or teacher in charge.
3. **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).**
1. Responsibility of teachers and principals:
 - a. Teachers and principals shall ascertain by inspection, and insure through every available agency, that all **books instructional materials** issued to the school by the Superintendent are cared for properly, whether such **books materials** are in the hands of students or in storage.
 - b. Teachers and principals shall see that all **textbook** 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 **textbook** 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 **textbooks instructional materials**:
 - (1) Students shall not be assessed for the use of **textbooks instructional materials** except when there is evidence of abnormal wear and tear (unnecessary damage).
 - (2) If **books 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 **books 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 **book(s) materials** unless the teacher obviously has been negligent.
 - (3) When **books instructional materials** cannot be accounted for:
 - (a) The ~~book numbers and~~ titles and the names and last known addresses of the students to whom the lost **books 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 **book item**.
 - (c) A special report shall be made for lost ~~books which~~ **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. 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 **books instructional materials** delivered into their custody by returning all such **textbooks materials** or by providing explanation for each book not returned, in the same manner as discrepancies are reported to principals by teachers.
6. 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 ~~in the first year of school use, and~~ to report and transmit such amounts so collected to the Superintendent's (designee) s. **1006.28**. ~~If such material so lost, destroyed, or damaged has been in~~

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~~school use for more than one (1) year, assessments for lost and damaged textbooks shall be based on the following formula: A textbook is expected to last for a period of five (5) years. As shown below, a decrease of one (1) letter per year is allowed for normal use. Should the book decrease two (2) letters per year, a charge of approximately one-fourth of the cost of a new book shall be levied; for a decrease of three (3) letters, the charge shall be approximately one-half; and four (4) letters, approximately three-fourths of the cost of the new book.~~

~~DAMAGE ASSESSMENT TABLE:~~

- ~~A—Excellent or new~~
- ~~B—Good~~
- ~~C—Fair~~
- ~~D—Poor~~
- ~~E—Salvageable~~

- ~~7. In no case shall a principal or a teacher be held financially accountable for the loss of textbooks if appropriate accounting for all losses shall have been made in accordance with the foregoing provisions.~~
- ~~8. In secondary schools, students may be requested to review books and write a list of damages on back of textbook card at time of issue.~~