

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

4.24 - Management of Textbooks

POLICY:

Textbook allocations will be made to schools on the basis of the enrollment of the school prior to the end of the school term. 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 principal.
- (2) Where a book is lost or damaged beyond normal usage, the student shall pay the cost of replacement or the amount assessed for damage.
- (3) In case of a lost book 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 less than two (2) years - 75% of purchase price;
 - (c) A book in use for more than two (2) years and suitable for distribution and in current adoption - 50% of purchase price; or
 - (d) Where a book has been damaged beyond normal usage and the above rules do not apply, the principal shall assess the amount of damages on the basis of the book's condition at the time of issuance.
- (4) Where a pupil has lost or damaged a textbook or a library book and failed to pay the assessed amount, and in the opinion of the principal, extenuating conditions exist or where a severe injustice will be inflicted upon the child and the condition is beyond the child's control, the principal may waive the requirement for payment.
- (5) Under no conditions may a 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 or for any other cause. (6A-1.0955)
- (6) Where a pupil has failed to pay for lost or damaged books, and extenuating conditions do not exist, no additional library or textbooks shall be issued until the obligation has been met or set aside as provided in Subsection (4) of this rule.
- (7) Teachers shall make periodic checks to see that students can account for books issued to them and to determine that proper care of textbooks is

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being maintained.

- (8) The Board will hold the principal responsible, the principal shall hold the teacher responsible, and the teacher shall hold the student responsible for all textbooks.
- (9) Students may be suspended from participation in extra-curricular activities for failure to pay for lost or damaged textbooks.

STATUTORY AUTHORITY: 1001.41 (2) (17), F. S.

LAWS IMPLEMENTED: 1006.28 (3), F.S.

HISTORY: Adopted: 06/17/97
 Revision Date(s): 10/16/01, 12/03/02
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