

Instructional Materials Handbook

**Corresponds to
Policy 2520 - Selection of Instructional Materials and Equipment**

**"CHALLENGED MATERIALS" pages 13 – 17
Corresponds to
Policy 2240 - Controversial Issues**

BREVARD INSTRUCTIONAL MATERIALS POLICIES AND PROCEDURES

Foreword

The purpose of this document is to specify the administrative procedures to be followed in managing the textbook and other instructional material resources of the district. Instructional materials are critical elements in assuring the effectiveness of instructional programs. The aim is to provide each student with quality instructional materials with the maximum efficiency and cost effectiveness.

Students must have access to appropriate textbooks and instructional materials for use both in school and at home in all subjects. This requirement will be satisfied by issuing textbooks and instructional materials to each student at the start of the school year.

Careful selection and management of the school's collection of instructional materials are critical responsibilities of teachers, administrators, parents, and students.

MANAGEMENT OF INSTRUCTIONAL MATERIALS RESOURCES

It is the responsibility of the superintendent of schools to maintain and monitor a district-wide system to ensure implementation and periodic evaluation of the overall district needs for appropriate and timely instructional materials. This shall be accomplished by the development, implementation, monitoring, and the appropriate revision of this Instructional Materials Handbook.

Management of instructional materials resources of the Brevard Public Schools is a responsibility shared by teachers, principals, Division of Curriculum and Instruction, and all other school, area office, and district staff with supervisory or administrative responsibility for instructional programs.

A. Responsibilities of the Principal

1. The school will maintain a collection of textbooks and other instructional materials sufficient to support the instructional program in all courses offered by the school. **Each student will be provided with basic text materials in each subject for which a text is appropriate.**
2. Orders for state-adopted instructional materials or instructional materials housed at Florida School Book Depository, Inc., may be ordered on the new online textbook program the district started using in 1998, as long as the regular textbook funding is used. No special funds or projects can be used. All non-state instructional materials or outside vendor materials must be ordered through CIMS. Also, any order using special funds or projects, must use CIMS whether it is to Florida School Book Depository, Inc., or an outside vendor. **Regardless how the order is placed, schools must have the money in the account in order to obtain a Purchase Order number.**

3. Instructional materials which are off district adoption and have no specific use at the school site will be returned to the textbook warehouse for redistribution.
4. A program for the management of instructional materials which minimizes loss and damage will be established and maintained. This program will include regularly scheduled book checks and inventories. Instructional material records, reports, and inventories which are required by statute, board policy, and administrative directive will be prepared, maintained, and transmitted.
5. Rigorous efforts will be made to collect the charges to pupils for lost or damaged instructional materials. **However, student records and report cards may not be withheld.**
6. New materials shall not be requisitioned as long as appropriate, usable district-adopted materials are available for use.
7. The school will be responsible for evaluating materials requested by faculty which are not on the district-adopted list, e.g., supplemental materials or materials for a course unique to the school.

B. Responsibilities of the Superintendent and the Division of Curriculum and Instruction

1. State textbook funds will be allocated considering both the total funds available and the needs of the individual schools.
2. District evaluations of instructional materials being submitted for state-adoption and district listings will be coordinated.
3. The district listing of instructional materials will be used to identify the approved instructional materials to be used in Brevard County Public Schools unless exceptions are granted by the Associate Superintendent for the Division of Curriculum and Instruction.
4. A display collection of district-adopted textbooks and other instructional materials will be maintained for examination and evaluation by teachers, administrators, and the public.
5. School instructional materials requisitions will be received, consolidated, and reviewed to insure compliance with state statutes, district board policies, and administrative directives.
6. Requisitions for instructional materials will be prepared and submitted to the Florida School Book Depository and various publishers.
7. Instructional materials will be received, stocked, and delivered to the appropriate school centers.

8. Obsolete instructional materials will be received and reissued, or discarded.

INSTRUCTIONAL MATERIALS ADOPTION, LISTING, AND SELECTION

A. State Adoption

1. Purpose

The Florida State Instructional Materials Adoption process results in the listing of instructional materials which may be purchased under state contracts. This assures that the best materials are identified and available on a continuous basis at lowest prices possible. Sufficient quantities of each adopted material will be maintained to assure prompt deliveries. A district form is included to respond to questions or complaints concerning the content of materials included in district adoption (Exhibit A).

2. Procedures

- A. Each school year the Division of Curriculum and Instruction shall survey schools and subject area resource teachers to determine which new materials should be included in the list of district-adopted materials.
- b. When invited by the Commissioner of Education, the Associate Superintendent for the Division of Curriculum and Instruction may appoint district instructional materials councils. These councils shall conduct evaluations of the available instructional materials in each curriculum area designated by the Commissioner of Education.
- c. Activities of the district instructional materials council shall be governed by state statutes, policies, and procedures set forth by instructional materials councils and the School Board.
- d. During the school term in which district instructional materials councils meet, all materials submitted for evaluation will be available for public inspection during the time of the district instructional materials council evaluation.

B. District Listing of Instructional Materials

1. Purpose

- a. The District Listing of Instructional Materials is intended to place reasonable and practical limits on the number of different series of state instructional materials used in

individual courses offered within the Brevard Public Schools. It is a means for assuring the consistency of similar course offerings provided within the Brevard Public Schools and the economic use of the funds provided for the purchase of instructional materials.

- B. The District Listing of Instructional Materials shall constitute the recommended and approved instructional materials to be used to implement the instructional materials program of the Brevard Public Schools. Other instructional materials may not be used in lieu of the materials contained in the District Listing.
- c. This direction is not intended to prevent the use of ancillary and supplemental instructional materials to strengthen or broaden the basic materials appearing on the District Listing of Instructional Materials.

2. Procedures

- a. A screening committee will be formed for each District Instructional Materials Council. It will be composed of the district instructional council members, the subject area resource teachers, and the Directors of Elementary and Secondary Instruction.
- b. As soon as possible after the new state adoptions have been announced, the committee shall submit the recommended listings in each category for the approval of the Associate Superintendent for the Division of Curriculum and Instruction.
- c. The committee will consider, but is not limited to, factors such as district instructional objectives, varying abilities to be served, teacher preference, district and state council ratings.
- d. If circumstances require, the Associate Superintendent for the Division of Curriculum and Instruction may authorize additional items to be included on the District Listing as necessary to fulfill the district instructional program.

3. Definitions of Various Instructional Materials

- a. Textbooks. This class of items consists of all instructional materials, regardless of format, which appear on the list of instructional materials adopted by the State Board of Education for use in the schools of Florida.
- b. Instructional Aids. This class of items consists of instructional materials, regardless of format, which do not appear

on the state list of instructional materials adopted by the State Board of Education which are used as primary material to meet one or more instructional objectives in some area of the curriculum. Items in this class include, but are not limited to, the following: novels, plays, works of literature, instructional games, computer software, instructional kits, etc.

- c. Supplementary Materials. This class of items consists of instructional materials, regardless of format, which do not appear on the list of instructional materials adopted by the State Board of Education and which do not conform to the definition of instructional aids stated above in subsection "b" but which are used to clarify concepts, enrich background information, or extend learning in one or more areas of the curriculum. Items in this class include, but are not limited to, the following: maps, charts, posters, photographs, films, filmstrips, videotapes, records, pamphlets, newspapers, magazines, study guides, models, realia, workbooks, and sheet music.

C. Selection of Adopted Instructional Materials and Library Books for Individual School Use (Florida Statute 233.165)

1. In the selection of instructional materials, library books, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:
 - a. The age of the children who normally could be expected to have access to the material.
 - b. The educational purpose to be served by the material. In considering instructional materials for classroom use, priority shall be given to the selection of materials which encompass the state and district performance standard provided for in SS.229.565 and 232.2454 and which include the instructional objectives contained within the curriculum frameworks approved by the State Board of Education, to the extent that appropriate curriculum frameworks have been approved by the board.
 - c. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
 - d. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the children of this state.
2. No books or other material containing hard-core pornography or otherwise prohibited by Florida Statute 847.012 shall be used in the public school system of this state.

3. Instructional personnel who select and evaluate library materials and other supplementary resources should use the following procedures in their selection:
 - a. Utilize the following resources when feasible:
 - (1) Lists prepared by Brevard Public School teachers for inclusion in published subject area guides,
 - (2) Lists appearing in bibliographies of state-adopted textbooks and teacher's manuals,
 - (3) Lists appearing in Children's Catalog, Junior High Catalog, High School Catalog, and other lists prepared by the American Library Association,
 - (4) Lists prepared by national subject area professional organizations (Example: National Council of Teachers of English, Social Studies, Mathematics, etc.),
 - (5) Professional review media for instructional materials (Example: Lists by national organizations such as Educational Products Information Exchange Institute and Association for Educational Communications and Technology),
 - (6) Lists produced by commercial firms providing objective reviews, i.e., Booklists, Previews, School Library Journal.
 - b. Solicit recommendations for purchase of materials from the school staff.
 - c. Consider the viewpoint of students who will use the instructional materials.
 - d. Consider suggestions of parents and lay citizens.

D. Requisition of Instructional Materials

1. Ordering and Delivering
 - a. The Division of Curriculum and Instruction will notify each school of the amount of its estimated allocation for textbooks for the next school year during the first week in May. The annual allocation shall consist of funds to implement newly identified district-adopted texts and a per student maintenance amount.
 - b. School requisitions for district-adopted materials needed for the opening of the next school year shall be entered on the

terminal at a time determined by administrative directive. Materials ordered after the designated time may encounter substantial delays. NOTE: Orders received after the beginning of the school year are usually delivered within four calendar weeks from date of receipt at the Textbook Coordinator's Office if the materials are in stock at the Florida School Book Depository. Orders for materials not in stock at the Florida School Book Depository may be delayed six or more weeks.

- c. Orders for instructional materials are to be ordered through the data terminals located in each school.
2. The following actions shall be utilized in ordering instructional materials:
 - a. Identify the subjects which will be offered during the next school year,
 - b. Estimate the membership for each subject being offered,
 - c. Compare the school's current inventory of textbooks with the number of textbooks needed,
 - d. Be aware of which district-adopted and non-adopted instructional materials are available,
 - e. Determine the amount of funds available to the school for the purchase of instructional materials.
 3. Library or reference books may be purchased using instructional material funds if all textbook needs have been met:
 1. Schools may purchase library or reference books using instructional materials funds as authorized by state statute with the approval of the Associate Superintendent for the Division of Curriculum and Instruction or designee.
 2. Priority use of state instructional materials funds must be given to purchasing classroom textbook materials before the use of the funds for library or reference books.

ALLOCATION OF STATE TEXTBOOK FUNDS

A. District Allocation

The State of Florida, by direct annual appropriation of the Legislature, provides funds with which the district may purchase both state-adopted textbooks and other instructional materials. The annual allocation to each district is calculated by the State Department of Education based on the

district's previous year's total of full-time equivalent pupils plus the projected growth in FTE for the current school year.

B. District Allocation Procedure

1. At least a three percent reserve fund shall be set aside from the total district allocation to meet system-wide and /or special needs.
2. As authorized by state statute and based on an estimate of the next year's allocation, calculated at not more than 90% of the allocation to the district for the current school year, the Directors of Instruction shall prepare an allocation to each school which provides:
 - a. Sufficient funds to be allocated to new schools to provide adequate instructional materials to support the instructional program,
 - b. A basic per pupil allocation to each school calculated on the funds available and considering, but not limited to, the following factors:
 - (1) The balance from previous allocations remaining in a school's instructional materials account,
 - (2) School organization, level, and size,
 - (3) Additional factors such as anticipated increase or decrease in membership, the addition or elimination of grade levels, or significant changes in course offerings.
3. The list of recommended school allocations shall be approved by the Associate Superintendent for the Division of Curriculum and Instruction.
4. Under normal circumstances, funds allocated to schools for the purchase of instructional materials during any school year should be expended during that school year.
5. The Directors of Instruction shall notify the individual schools of the amount of their estimated allocation for the next school year during the first week in May. Generally, allocations for each school shall be budgeted with 50% to be used only for the purchase of state-adopted instructional materials and, 50%, to be used for the purchase of either adopted or non-adopted instructional materials at the option of each school and within the intent of the District Listing of Instructional Materials.

6. The purpose of the optional textbook funds is to provide ancillary and supplemental materials to assist, enhance, strengthen, or broaden the basic materials appearing on the District Instructional Materials List.
7. In special instances, e.g., vocational, special or alternative school centers, the 50%/50% formula may be adjusted by the Associate Superintendent for the Division of Curriculum and Instruction to meet the instructional material needs of the school center.

INVENTORY RECORDS

The individual school's inventory is captured and maintained by Information Systems Services. Schools have access to the on-line school inventory textbook file at any time. Records of receipts, returns, and otherwise disposed materials will be maintained on the inventory. Principals are responsible for the proper accounting and inventory of textbooks (Florida Statute 233.46(6)).

LOST OR DAMAGED INSTRUCTIONAL MATERIALS

A. Responsibilities

1. It shall be the duty and responsibility of each principal to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts so collected to the Superintendent (Florida Statute 233.46(2)).
2. In practice, it is difficult to make all collections. However, schools should endeavor to meet their responsibilities both to pupils and to the taxpayers who provide the books.

B. Procedures

1. Reimbursement for lost or damaged materials should be sought first from the responsible student.
2. If a charge remains unsettled for more than one week, notice of the reason for the charge and amount due should be directed to the parent. If parents cannot be contacted in person, notification should be mailed. A form letter (see Exhibit B) is available from the Textbook Coordinator.

C. Charges

1. Charges to be assessed for book damage should be determined by the principal. Charges for lost or damaged books are usually as follows:

- a. New book - Full price
 - b. Book in good condition - 3/4 price of new book
 - c. Book in usable condition - 1/2 price of new book
2. All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the Superintendent to be deposited in the district school fund and added to the district appropriation for instructional materials (Florida Statute 233.46(4)). The district will credit all monies collected for lost or damaged books to the school's textbook funds.

D. Unsettled Charges

Each unpaid charge should be handled on an individual basis. Excusing a student from payment of charge may be necessary when the nonpayment of charges for lost, damaged, or destroyed state-adopted materials is due to extenuating conditions. In each case, the principal may choose one or more of the following:

- 1. Lend the student a book until he can pay the assessed charges.
- 2. Provide for installment payments.
- 3. Reduce or forgive the amount of the charges in cases of hardship.

SALE OF STATE-ADOPTED INSTRUCTIONAL MATERIALS

- A. The principal, when requested by the parent of a pupil in the school where he or she is employed, shall sell to such parent any instructional materials used in the school. All such sales shall be made under regulations prescribed by the School Board (Florida Statute 233.46(3)).
- B. The receipts from such sales shall be transmitted to the Finance Department for deposit in the appropriate fund account. All money collected by a school for the sale of instructional materials will be credited to the school's textbook account.
- C. Requests for instructional materials by persons other than parents of a student in the school, or for more than one copy of an instructional material, should be referred to the district Textbook Coordinator.

DISPOSITION OF INSTRUCTIONAL MATERIALS

- A. Disposition of Surplus or Unusable State-Adopted Instructional Materials by School

1. All surplus or unusable instructional materials must be returned to the warehouse for recirculation or disposal with the following exceptions:
 - a. Worn out or obsolete books may be given to teachers to use in developing supplementary teaching materials or given to students in the school under the following conditions:
 - (1) The principal certified that the books are physically unusable or that the content is obsolete,
 - (2) Such books are clearly marked showing that the ownership labels are no longer valid,
 - (3) Books to be given to teachers or students under these stated conditions are to be reported to the Textbook Coordinator for approval. On the Return of Textbook Form (see Exhibit C), indicate under Inventory Adjustment whether these books will be given to a teacher or a student. These books cannot be distributed until the school has been given approval by the Textbook Coordinator.
2. For all instructional materials to be returned to the textbook warehouse, use the Return of Textbooks Form (see Exhibit C). If the material is on inventory, the list must include quantity, textbook key number, edition date, title and grade or level, and inventory adjustment.

B. Disposition of Surplus or Unusable State-Adopted Materials by the Textbook Warehouse

1. The warehouse shall organize and display surplus materials to be available for selection and use in other Brevard Public Schools.
2. After the needs of the Brevard Public Schools are satisfied, a listing of this usable surplus material will be made available to the State Exchange Program for use in other school districts by the DOE Department of Instructional Materials.
3. The Division of Curriculum and Instruction may offer the remaining materials to governmental or charitable organizations which are in compliance with applicable statute, federal law, and governmental regulations.
4. Remaining unsuitable or surplus materials will be advertised as being available for purchase in bulk or in specified lots as waste paper to agencies which are in compliance with applicable federal law and governmental regulations.
5. Remaining materials will be offered free to the public.

6. After all State Board of Education prescribed disposal procedures have been attempted, textbooks and other such instructional materials may be disposed of by shredding, landfill, or any other appropriate means available (School Board Rule 6Gx5-3.06(2)).

C. Disposition of Non-Adopted Instructional Materials

Non-adopted instructional materials including library books and audiovisual materials shall be used until no longer usable either because of physical condition or obsolete content. The principal is authorized to dispose of such materials by giving such material to pupils in his school; however, where practical, each piece shall be marked to show that it has been declared surplus and is no longer of value to the school's instructional program. Material which cannot be disposed of in this manner shall be returned to the Warehouse for disposition either through donation to a charitable institution, by sale in bulk for waste paper, or by burning, dumping, or other available means.

D. Disposition of New Unstamped Books

New, unstamped books which exceed school need may be returned to the textbook warehouse for credit by listing on Return of Textbook Form (see Exhibit C) and marked "new" along with a copy of the voucher on which the school received the books.

CHALLENGED MATERIALS

Begin with school level intervention.

In the instance of parental concerns about the use of particular materials in the media center, the concern should be addressed at the school level.

If school material is challenged school personnel should:

1. Be positive, professional and calm, recognizing the sincerity of the complaint.
2. Attempt to resolve the complaint informally at the time it is received.
3. Meet with the complainant to explain the materials selection procedures, criteria for selection, and role the material has in the library media collection.
4. **Not remove disputed media** when a complaint is made.
5. Explain the established complaint procedure and supply the request form when a complaint cannot be informally resolved.
6. Implement the established school level review procedures as soon as a written request for review is filed.
7. Follow the established procedures throughout the entire process.
8. Maintain completed written records of all communication about the complaint.
9. Adhere strictly to the established procedures.
10. Notify the district media resource teacher on the day the complaint is made.

BREVARD PUBLIC SCHOOLS PROCEDURE FOR HANDLING CHALLENGED MATERIALS-School Level

1. The objection is recorded on the "Citizen's Request for Reconsideration of a Materials Selection" form. (pages 16 & 17)
2. The principal receives the completed form.
3. On the day the written form is received, the principal notifies the Assistant Superintendent for Curriculum & Instruction (or designee), and the district library media resource teacher, that such a review is being done.

The principal appoints a committee to review the challenged materials. The committee shall include, but not be limited to the media specialist, principal (or designee), teachers(s), district representative, parent(s) (excluding complainant). S/he copies each member of the committee with the reconsideration form and any other information about the material that the committee may want to see.

4. The entire work (poem, book, selection of textbook, videotape, etc.) shall be reviewed by each member of the committee.
5. The committee shall meet in the sunshine to review the work within fifteen working days of receipt of the written Reconsideration Form. A quorum of half plus one members must be present at the meeting in order for the committee to make a recommendation. Notification of this meeting will be posted at the individual school and on the school web site.
6. Complainant may make an oral presentation (5 minutes maximum) to the committee, if desired by the review committee or the complainant. The complainant may be present but may not enter the discussion or vote.
7. Principal shall state the committee's recommendation(s) to the complainant in a letter with copies to the committee members, the Assistant Superintendent for Curriculum & Instruction and the Area Superintendent. This letter should be written within five working days after the committee makes its recommendation(s).
8. If the complainant requests an appeal, this appeal will be made within 10 working days after notification of the committee's decision to the standing district level review committee.

BREVARD PUBLIC SCHOOLS PROCEDURE FOR HANDLING CHALLENGED MATERIALS-District Level

Follow this procedure only after completing the School Level intervention and an appeal has been requested.

1. An established standing committee exists to address concerns not settled at the school level. Committee members include the Area Superintendent, a principal and a parent representing the school grade level, the Elementary or Secondary Programs Director, the media resource teacher and other resource teachers, as appropriate. (Committee member numbers are subject to change.) The objection is recorded on the "Citizen's Request for Reconsideration of Materials Selection" form. (pages 16 & 17)
2. The principal receives the completed form.
3. On the day the written form is received, the principal notifies the Assistant Superintendent for Curriculum & Instruction (or designee), the Area Superintendent, and the district library media resource teacher (committee chair), that such a review is being requested.

The principal appoints representatives from the school to join the standing district-level committee to review the challenged materials. The committee shall include, but not be limited to the school media specialist, principal (or designee), teachers(s), district media or other appropriate resource teacher, parent(s) (excluding complainant). S/he copies each member of the committee with the reconsideration form and any other information about the material that the committee may want to see.

4. The entire work (poem, book, selection of textbook, videotape, etc.) shall be reviewed by each member of the committee.
5. The district committee shall meet in the sunshine to review the work within fifteen working days of receipt of the written Reconsideration Form. A quorum of half plus one members must be present at the meeting in order for the committee to make a recommendation. Notification of this meeting will be posted at the individual school and on the school district web site.
6. Complainant may make an oral presentation (5 minutes maximum) to the committee if desired by the review committee or the complainant. The complainant may be present but may not enter the discussion or vote.
7. Principal or district Director shall state the committee's recommendation(s) to the complainant in a letter with copies to the committee members and the Assistant Superintendent for Curriculum & Instruction. This letter should be written within five working days after the committee makes its recommendation(s).
8. If the complainant requests an appeal, this appeal will be made within 10 working days after notification of the district level committee's decision to the Superintendent of Brevard Public Schools (or designee).

BREVARD COUNTY SCHOOLS
REQUEST FOR RECONSIDERATION OF MATERIALS

School _____

Please check type of material:

<input type="checkbox"/> Book	<input type="checkbox"/> Videotape/DVD	<input type="checkbox"/> CD-ROM
<input type="checkbox"/> Periodical	<input type="checkbox"/> Audio Cassette	<input type="checkbox"/> Kit
<input type="checkbox"/> Pamphlet	<input type="checkbox"/> Other (identify) _____	

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Whom do you represent? (Self, organization, etc. If organization give name)

1. What brought this material to your attention? _____

2. Did you examine the entire material? _____ If not what parts did you examine?

3. To what in the material do you object? (Please be specific--Cite pages, picture, film sequence, etc.)

4. What do you believe is the theme or purpose of the material?

5. What do you feel might be the result of a student using this material?

6. For what age group would you recommend this material?

7. In your opinion is there anything of value in this material?

8. Have you read any critical reviews of this material? If so, what? Please be specific.

9. What would you like the school to do about this material? Check your choice.

- Do not assign it to my child.
- Withdraw it from all students.
- Other: (Please explain) _____

10. If this material is withdrawn, what material of the same subject and format would you suggest as a substitute?

Signature of Complainant _____

Date (M/D/Y) _____

Your interest in Brevard Public Schools is appreciated.

**BREVARD PUBLIC SCHOOLS
LOST TEXTBOOK NOTICE**

Date: _____

Dear Parent:

Textbooks issued to _____ have been lost or damaged.
(Name of Pupil)

Since these books are the property of the State of Florida and the Brevard County School Board and are only loaned to the pupil, they must be returned when called for or the district reimbursed for the amount of the book.

Please contact _____ at the school for further information on the amount due.

(Name of School)

**BREVARD PUBLIC SCHOOLS
RETURN OF TEXTBOOKS**

School: _____ School # _____ - _____ Date: _____

1. Fill out completely in duplicate. Be sure to complete all columns in detail.
2. New books — Forward original copy to Instructional Materials Office along with a copy of the shipping voucher for each title listed below.
Obsolete Books — Forward original copy to Instructional Materials Office when books are packed and ready for pick-up along with a signed DCR-1.
3. Books should be packed in cartons no larger than mimeo or ditto paper cartons and packed solid whenever possible. Cartons should be clearly marked with each title and number of copies contained.
4. Retain duplicate copy for your files.

School MUST complete each entry in detail.					
Quantity		Textbook Key #	Edition Date	Exact Title of Book Must Include Grade	Inventory Adjustment
New	Used				

No. Cartons Returned: _____

Principal or Assistant Principal: _____

Approved: _____
Textbook Coordinator

**Florida
School Book
Depository**



Serving Florida Schools Since 1917

J. Herbert Stanley
President

Dear Customer:

Listed below are a few necessary procedures you may find helpful when checking in your textbook order:

1. *Always check the number of cartons received against the number of cartons listed on the Bill of Lading. Further, check to make sure all cartons are stenciled/ addressed to your school.*
2. *If there is a difference in the number of cartons being delivered against what is listed on the Bill of Lading. Be Sure:*
 - (a.) *To sign the truckers copy as to the difference.*
 - (b.) *Have the trucker sign your copy as to the difference.*
3. *The trucking firms will not normally deliver more cartons to you than are listed on the Bill of Lading.*
4. *If there is a delivery shortage, immediately send us a copy of the Bill of Lading with a report of the books not delivered so the Depository can:*
 - (a.) *File claim against the carrier.*
 - (b.) *Replace books not delivered.*
5. *If your cartons are noticeably damaged, please sign Bill of Lading noting damage.*
6. *If a quantity or title error is noted when checking the order, please notify the Depository immediately giving:*
 - (a.) *Depository invoice number, account number, and purchase order number.*
 - (b.) *Any additional information to help identify errors noted.*

If you should have any questions or errors on your shipments, we would appreciate notification immediately. Should there be a delay, it would be most helpful if the delay is no more than 30 days. Thank you for your help and assistance.

FLORIDA SCHOOL BOOK DEPOSITORY

1125 North Ellis Road • P.O. Box 6578 • Jacksonville, Florida 32236 • (904)781-7191

**TEXTBOOK INVENTORY
PRINT ANNUAL REPORT**

**MB727 TEXTBOOK WHSE 001-00
PAGE-1**

BECE 02/15/00 10:55

School.....: 4072 STEVENSON ROPES

Title	Gr	Prior Year	Qty Rcvd	Qty Ret	Sub Total 1	Xfer	Con- sumed	Paid For	No Record	Sub Total 2	UnUse	Total On hand	\$ Lost	\$ \$Sold	\$Un Use	\$ Total
ACCESS TO ALGEBRA & GEOMETRY A 820000 \$39.60 2003		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
PASSPORT TO ALGEBRA & GEOMETRY A 824620 \$40.95 2003		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
FULL VOL-THE AMERICAN NATION 98 A 874520 \$49.97 2004		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
WORLD HISTORY CONTINUITY & CHG A 885680 \$47.55 2004		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
EASTERN HEMISPHERE STU ED 98 N 886241 \$41.47		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
WESTERN HEMISPHERE STU ED 98 N 886341 \$34.97		0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

REQUEST 001 TOTAL

6 ITEMS

Warehouse Request for Material

School Board of Brevard County, Florida

Internal Req. # _____
School/Dept. Use Only _____

- Warehouse Requested: (check one)
- _____ 1 – 520 Warehouse
 - _____ 2 – Maintenance Warehouse
 - _____ 3 – Transportation Warehouse
 - _____ 4 – Food Services Commodities
 - _____ 5 – Textbook Warehouse

School/Dept: _____
 School/Dept. # _____ Date: _____

Name: _____

Attn.: _____

Quantity	Unit Meas.	Stock #	Description	Unit Price	Extended Amount	Fund	School Dept.	Proj. #	Func.	Obj .	Prog. Code
Total:											

Requested by: _____ Date: _____
 Approved by: _____ Date: _____

Comments: _____

EXHIBIT G

1006.28 Duties of principals.--The duties and responsibilities of principals for instructional materials management and care include:

- 1) PROPER USE OF INSTRUCTIONAL MATERIALS.--The principal is responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed, pursuant to policies of the school board.
- 2) MONEY COLLECTED FOR LOST OR DAMAGED BOOKS.--It shall be the duty and responsibility of each principal to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts so collected to the superintendent. If such material so lost, destroyed, or damaged has been in school use for more than 1 year, a sum ranging between 50 and 75 percent of the purchase price of the book shall be collected. Such sum shall be determined by the physical condition of the book. The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal.
- 3) SALE OF INSTRUCTIONAL MATERIALS.--The principal, when requested by the parent of a pupil in the school where he or she is employed, shall sell to such parent any instructional materials used in the school. All such sales shall be made under regulations prescribed by the school board.
- 4) DISPOSITION OF FUNDS.--All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the superintendent to be deposited in the district school fund and added to the district appropriation for instructional materials.
- 5) CONSERVATION AND CARE.--Principals shall ascertain by inspection, and ensure through every available agency, that all books issued to the school by the superintendent, either in the hands of pupils or in storage, are cared for properly.
- 6) ACCOUNTING FOR TEXTBOOKS.--Principals shall see that all books are fully and properly accounted for as prescribed by rules of the local school district.

History.--s. 746, ch. 19355, 1939; CGL 1940 Supp. 892(257); s. 1, ch. 26922, 1951; s. 3, ch. 63-55; ss. 15, 35, ch. 69-106; s. 1, ch. 69-300; s. 19, ch. 74-337; s. 1, ch. 77-174; s. 75, ch. 84-336; s. 47, ch. 87-329; s. 1295, ch. 95-147; s. 10, ch. 97-285.

1006.42 Responsibility of pupils, parents, or guardians for instructional materials.–

- 1) All instructional materials heretofore or hereafter purchased under the provisions of this chapter shall be the property of the district. When distributed to the pupils, such materials shall be merely loaned to the pupils of the school while pursuing the courses of study therein and are to be returned at the direction of the principal or teacher in charge. Each parent, guardian, or other person having charge of a pupil to whom or for whom materials have been issued, as provided herein, shall be held liable for any loss or destruction of, or unnecessary damage to, such materials or for failure of such pupil to return such materials when directed by the principal or teacher in charge, and shall be required to pay for such loss, destruction, or unnecessary damage as provided by law.
- 2) Nothing in this chapter shall be construed to prohibit parents, guardians, or other persons from purchasing from the district school board instructional materials adopted by the state under the provisions of the school code.

History.--s. 747, ch. 19355, 1939; CGL 1940 Supp. 892(258); s. 20, ch. 74-337.