



POLICY 8.1225

4-F I recommend that the Board adopt the proposed revised Policy 8.1225, entitled "Instructional Materials Accountability."

[Contact: Dr. Connie Tuman-Rugg, and Meezie Pierce, PX48549.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on November 5, 2008.
- This revised policy incorporates the accountability required by the State of Florida for instructional materials.
 - School Principals are required to complete a School Instructional Materials Accountability Plan which designates responsibilities to staff for accountability purposes and which must be reviewed annually.
 - The Destiny Textbook Management System is mandated for the electronic tracking of books. All new instructional materials are to be bar coded and scanned out to students and teachers.
 - Books which can not be electronically tracked are required to be stamped and assigned a unique number, and must be reported on a Damage Report card.
 - A student's instructional material obligations are tracked from grade to grade and school to school until any financial obligation of the student has been satisfied, the student has been suspended from extracurricular participation, or the student has completed community service to repay the obligation.
 - Any discrepancies related to the shipping of textbooks must be reported with in 30 days during the academic school year or 60 days during the months of June and July.
- The revised policy incorporates forms to assist with the accountability process required for instructional materials.

POLICY 8.1225

INSTRUCTIONAL MATERIALS ACCOUNTABILITY

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- 3 1. Purpose.-- State law declares that textbooks and other instructional materials are
4 the property of the School Board and "shall be merely loaned to the pupils of the
5 school" and must be returned when the principal or teacher so directs. This Policy
6 clarifies the responsibilities of students, parents/guardians, principals/teachers, and
7 the Superintendent/designees; and provides procedures for the conservation of,
8 accountability for, and collection of instructional materials loaned to students
9 pursuant to Fla. Stat. § 1006.42.
- 10 2. Responsibilities.-- The general duties of students, parents, principals, and the
11 Superintendent concerning instructional materials shall be as set forth below:
 - 12 a. *Students*.-- Students must recognize that textbooks and other instructional
13 materials are merely loaned to them for use in "pursuing their courses of study
14 and are to be returned at the direction of the principal or the teacher in
15 charge."
 - 16 b. *Parents/Guardians*.-- Each parent of a student to whom or for whom
17 instructional materials have been issued, is liable for any loss or destruction of,
18 or unnecessary damage to, the instructional materials or for failure of the
19 student to return the instructional materials when directed by the school
20 principal or the teacher in charge, and shall be required to pay for such loss,
21 destruction, or unnecessary damage.
 - 22 c. *Teachers*.-- Each teacher shall be accountable for accurate record keeping of
23 instructional materials that are assigned to that teacher's students.
 - 24 d. *Principals*.—Each principal is responsible for:
 - 25 i. *Conservation and Accountability*: Principals shall ascertain by inspection,
26 and ensure through every available agency, that all books issued to the
27 school by the Superintendent, either in the hands of pupils or in storage,
28 are cared for properly, and "shall see that all books are fully and properly
29 accounted for," as required by Fla. Stat. 1006.28(3)(e). Principals/
30 designees must ensure that instructional materials in storage in schools
31 are kept in a neat, orderly, and safe manner, preferably in the sequence
32 contained in the annual textbook inventory. All reasonable effort shall be
33 made to protect materials against fire, flood, vermin, infestation, and
34 similar damage. Principals/designees shall conduct an inventory of
35 instructional materials assigned to their school at least once per
36 semester.

37 ii. *Collection.*-- The school principal shall collect from each student or the
38 student's parent the purchase price of any instructional material the pupil
39 has lost, destroyed, or unnecessarily damaged and report and transmit
40 the money collected to the district school superintendent, pursuant to Fla.
41 Stat. 1006.28(3)(b).

42 e. *Superintendent.*-- As stated in Fla. Stat. § 1006.28(2)(b), the Superintendent's
43 responsibilities include keeping "adequate records and accounts for all
44 financial transactions for funds collected" from the sale, loss, or damage of
45 instructional materials. The Superintendent and principals shall ensure that all
46 money collected from the loss or damage of instructional materials shall be
47 transmitted to the district school superintendent to be deposited in the district
48 school board fund and added to the district appropriation for instructional
49 materials, as required by Fla. Stat. 1006.28(3)(d).

50 3. Debts for Loss, Damage, or Destruction.-- Fla. Stat. 1006.28(3)(b), as interpreted
51 consistent with the exemption under § 1003.62(2) approved by the State Board of
52 Education on February 17, 2004, mandates that:

53 "The school principal shall collect from each student or the student's parent
54 *the purchase price* of any instructional material the student has lost,
55 destroyed, or unnecessarily damaged [during the book's first two years of use]
56 and to report and transmit the money collected to the district school
57 superintendent. If instructional materials lost, destroyed, or damaged have
58 been in school use for *more than [2] year[s]*, a sum ranging *between 50 and*
59 *75 percent* of the purchase price of the book shall be collected, *determined by*
60 *the physical condition* of the book. The failure to collect such sum upon
61 reasonable effort by the school principal may result in the suspension of the
62 student from *participation in extracurricular activities* or satisfaction of the debt
63 by the student through *community service activities at the school site* as
64 determined by the school principal, pursuant to policies adopted by district
65 school board rule."

66 4. Accountability Procedures.— The principal/designee of each school shall complete
67 a School Instructional Materials Accountability Plan (PBSD 1989) to designate
68 school instructional materials accountability responsibilities to selected school staff.
69 A copy of the form is available on the District web page at:
70 <http://www.palmbeach.k12.fl.us/Records/PDF/1989.pdf>, and is incorporated
71 herein by reference as part of this policy. The Plan will be reviewed annually to
72 ensure that the proper staff members are represented on the Plan. The school
73 principal/designee shall ensure that the following processes and procedures are
74 carried out, according to the Accountability Plan to ensure proper accountability for
75 instructional materials:

76 a. Receipt of Inventory

- 77 i. *Receipt of order.*-- A location shall be designated in each school to
78 maintain delivery receipts as a record of receiving each order from the
79 Instructional Materials Department.
- 80 ii. *Verification of order.*-- Actual quantities received shall be matched to the
81 textbook shipping invoice (TX0097). A copy of this form is contained in
82 the Instructional Materials Department Procedures Manual and can be
83 viewed in Section D of the manual at:
84 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm>
85 and is incorporated herein by reference as part of this policy.
- 86 iii. *Reporting of shipping discrepancies.*-- Any order discrepancies are to be
87 identified on the textbook shipping invoice and faxed to the Instructional
88 Materials Department within 30 days of receipt of the order from August
89 through May, or within 60 days during June and July.
- 90 iv. *Labeling books.*-- All books that are not tracked electronically using
91 Destiny Textbook Manager shall be stamped with the school's name on
92 the inside front cover of the book. Each book shall be assigned a unique
93 identification number. ~~Bar-coding may be used as a means of tracking~~
94 ~~books assigned to students and teachers.~~ Beginning with the 2007-2008
95 school year, all newly implemented instructional materials shall be bar
96 coded and tracked electronically using the Destiny Textbook
97 Management system. Bar-codes shall be affixed to the inside bottom left
98 front cover. The bar code number shall be the unique book number.
- 99 b. Distribution of Inventory
- 100 i. *Distribution of student books.*--For any materials that are not issued
101 electronically to students. A a Student Textbook Issued Damage Report
102 card (PBSD 0394) shall be completed for each book noting its condition.
103 A copy of this card is contained in the Instructional Materials Procedures
104 Manual and can be viewed in Section E of the manual at:
105 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm>
106 and is incorporated herein by reference as part of this policy. Teachers
107 must keep a record of the books issued to students including student
108 names and book numbers along with the student book cards. Beginning
109 with the 2007-2008 school year, all newly implemented instructional
110 materials shall be bar coded and scanned out to students and teachers
111 and tracked electronically using the Destiny Textbook Management
112 system.
- 113 ii. *Distribution of teacher materials.*-- Each principal of a school shall
114 designate an instructional materials contact, who shall keep a written or
115 electronic record of materials issued or scanned out to each teacher.

116 iii. *Distribution of class sets.*-- When class sets are used, each teacher is
117 assigned a class set of books, and teachers will assign a copy of the book
118 to a student for each class period. A Textbook Issued Damage Report
119 card (PBSD 0394) shall be completed by each such student in each
120 class. The teacher shall keep a record of the class set book that is
121 assigned to each student. Teachers shall verify that the class set books
122 are returned at the end of each class period.

123 iv. *Inventory and storage of excess materials.*-- A written or electronic record
124 of all excess on-adoption student and teacher materials in storage shall
125 be maintained. After student and teacher materials have been issued, the
126 instructional materials contact shall adjust the TX05 ordering screen
127 (Anticipated Enrollment field) to list excess books for return or exchange.

128 c. Monitoring of Inventory During the School Year

129 i. *Notification of parents of textbook procedures.*-- Schools should notify
130 parents of this Policy and include information on student and parental
131 responsibilities for textbooks in school handbooks, newsletters, and other
132 communication to parents. During open houses and parent meetings,
133 ~~parents~~ the principal and teachers ~~should~~ shall communicate how books
134 are used to achieve the curricular objectives of the school, as stated in
135 Fla. Stat. § 1006.28(3)(a).

136 ii. *Periodic book checks.*-- Teachers are required to conduct book checks at
137 least once per grading period. Book checks shall be conducted one week
138 prior to the date progress reports are issued. Teachers must fill out PBSD
139 0395, "Lost/Damaged Materials Notice" for any missing or damaged
140 materials, and submit the form to the instructional materials contact and
141 bookkeeper. A copy of this form is contained in the Instructional
142 Materials Department Manual and can be viewed in Section E of the
143 manual at:
144 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm>.

145 A. *Tracking of obligation status.*-- For each grading period, the student's
146 name is added to the school's obligation list if any of his/her books
147 were discovered to be lost or destroyed when the teacher conducted
148 the book check. Schools shall use the TERMS Fees and Fines
149 Program or ~~SIRSI~~ Destiny Textbook Management system for
150 materials adopted for 2007-2008 or later to track obligations.

151 B. *Assessing charges.*-- As required by Fla. Stat. § 1006.28(3)(b), as
152 interpreted consistent with the exemption under § 1003.62(2)
153 approved by the State Board of Education on February 17, 2004, the
154 obligations to be tracked for books reported as lost or destroyed

155 during the school year shall be based on the 100% value of any book
156 during its first two years of service (but after the second year, books
157 shall be charged at a percentage between 50% and 75% of the
158 purchase price, depending on the physical condition of the book).
159 Schools shall use the Textbook Dictionary Price List (TX0121) that is
160 distributed to all schools posted on the Instructional Materials
161 Department web page in August of each year for pricing information.
162 The Textbook Dictionary Price List can be viewed at:
163 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/priceupdate.htm>
164 and is incorporated herein by reference as part of this policy.

165 iii. *Parent notification.*-- After each periodic book check and each grading
166 period, ~~a written notification of a textbook obligation~~ an Instructional
167 Materials Obligation Letter (PBSD 2057) or Destiny Overdue Materials
168 and Unpaid Fines Notice is generated , and teachers must send these
169 notices of lost/ destroyed book obligations to parents *along with progress*
170 *reports or report cards*. A copy of the form is available on the District web
171 page at: <http://www.palmbeach.k12.fl.us/Records/PDF/2057.pdf>, and is
172 incorporated herein by reference as part of this policy. Documentation of
173 all communication with students and parents, verbal and written, including
174 telephone calls, parent conferences, certified letters, and letters from the
175 Legal Services Department shall be kept on file.

176 iv. *"Reasonable efforts" defined.*-- Reasonable collection efforts by the
177 principal/designee may be defined to include sending the ~~Textbook~~
178 ~~Lost/Damaged form (PBSD 0395)~~ Instructional Materials Obligation Letter
179 (PBSD 2057) to the parent/guardian via certified mail; placing a follow-up
180 telephone call; following up with a documented student or parent
181 conference, if possible; and then sending a second notice by certified mail
182 if the sum has not yet been remitted.

183 v. *Determination of consequences for lack of payment.*-- If reasonable
184 efforts by the principal/designee to collect the obligation described in
185 paragraph (4)(c)(iv) are unsuccessful, the principal shall impose
186 consequences as follows:

187 A. *Suspension from Extracurricular Activities.*-- As stated in Fla. Stat. §
188 1006.28(3)(b), the student will be suspended from participation in
189 extracurricular activities (if the student is involved in such activities)
190 until such time as the parent/guardian has paid for such loss,
191 destruction, or unnecessary damage as required by Fla. Stat. §
192 1006.28(3)(b); or alternatively, the student may elect to satisfy the
193 obligation through community service hours pursuant to
194 subparagraph B, below.

195 B. *Community Service Hours*-- If the student is not suspended from
196 extracurricular activities to encourage the parent/guardian to satisfy
197 the obligation (because the student is not involved in such activities
198 or the student has elected to perform community service hours), the
199 principal may require the student to satisfy the debt through age-
200 appropriate community service activities at the school site, as stated
201 in Fla. Stat. § 1006.28(3)(b).

202 I. *Definition*-- For purposes of this Policy, community service
203 activities must be *supervised* age-appropriate activities at the
204 school site. Depending on the nature of the activity and the
205 availability of supervision, some of these activities may occur
206 after school hours or on a weekend; and they shall not be done
207 during the student's classes. Some examples may include:
208 shelving books in the media center; assisting in the cafeteria;
209 picking up litter; assisting the teacher, coach, or custodian;
210 cleaning blackboards; washing golf carts; working in the ticket
211 booth at sports events; weeding flower beds; performing minor
212 maintenance activities; setting up chairs for weekend events;
213 assisting with textbook maintenance; or other activities helpful to
214 the school or its students.

215 II. *Calculating the Hours*-- The number of required hours and
216 quarterly fractions thereof shall be calculated by dividing the
217 debt by the prevailing hourly minimum wage as stated at
218 <http://www.dol.gov/esa/whd/flsa/>), after the debt is calculated
219 using the formula in subparagraph (4)(c)(ii)(B) above and Fla.
220 Stat. § 1006.28(3)(b). For example, to satisfy a debt of \$50, the
221 student would perform 9 hours and 45 minutes of community
222 service at the school site. This is calculated by dividing the \$50
223 debt by ~~\$5.15~~ (the prevailing minimum wage as stated at
224 <http://www.dol.gov/esa/whd/flsa/>), and then rounding the
225 quotient to the nearest quarter hour.

226 III. *Documentation*-- The principal/designee shall keep a record of
227 when the debt has been satisfied, using the Community Service
228 Record for Instructional Materials Obligations (PBSD 1990). . A
229 copy of the form is available on the District web page at:
230 <http://www.palmbeach.k12.fl.us/Records/PDF/1990.pdf>, and is
231 incorporated herein by reference as part of this policy. Of
232 course, a student's community service hours will be cut short
233 upon receipt of the parent's/guardian's payment for any amount
234 not yet satisfied through the community service activities. For
235 example, if a student owes \$50 and has done \$20 worth of
236 community-services activities, the remaining \$30 could be

237 satisfied through payment of the remaining \$30, rather than
238 through completion of the activities.

239 vi. *Refunds for found books.*-- In the event a student finds a book that had
240 previously been reported lost and paid for as an obligation, the school
241 shall issue a refund. The amount of the refund shall correspond with the
242 physical condition of the book. For example, a book that is returned in
243 unnecessarily-damaged condition may not merit any refund. On the other
244 hand, a book returned *without* any unnecessary damage might merit a full
245 refund.

246 A. The school shall request its instructional materials contact to
247 complete a Check Requisition (PBSD 0181) in order to refund the
248 student for the obligation, regardless of whether it was satisfied
249 through the parent's/guardian's direct payment or through the
250 student's community services hours. A copy of the form is available
251 on the District web page at:
252 <http://www.palmbeach.k12.fl.us/Records/Forms/0181.omf> and is
253 incorporated herein by reference as part of this policy.

254 B. If the book is found after the student has been suspended from
255 extracurricular activities, the student may be reinstated to the
256 extracurricular activities upon satisfying any obligation for
257 unnecessary damage to the returned book.

258 d. End-of-Year Inventory

259 i. *Storage of Inventory.*-- A physical count of all materials that were not
260 issued to students or teachers and are stored in either central storage
261 spaces or classrooms shall be conducted at year end and reported to the
262 school's instructional materials contact. A written or electronic record of
263 the school's quantities and locations of all stored materials must be
264 available over the summer months. Principals should have access to this
265 information in the event that some materials may need to be transferred
266 during the summer months due to reasons such as loss of enrollment or
267 opening of a new school in the area.

268 ii. *Collection of teaching materials.*-- At the end-of-year checkout or when a
269 teacher leaves mid-year, the teacher shall return teaching materials to the
270 principal/designee, even if a teacher transfers to another school in the
271 District, because the materials are assigned to the school where issued. If
272 desired, the school that is losing the teacher unit may elect to have the
273 teaching materials transferred to the receiving school. In such cases a
274 Textbook Exchange form (PBSD 0390) shall be executed or the transfer
275 of bar coded materials is accomplished through the Destiny Textbook

276 Management System. The PBSD 0390 form can be viewed at:
277 www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm, and is
278 available to order from the Instructional Materials Department. The form
279 is incorporated herein by reference as part of this policy.

280 iii. *Logging return of materials by students.*-- At the end of the school year or
281 term, students shall return materials issued to them for that year or term.
282 ~~Schools~~ All materials returned from students and teachers that are
283 checked books in and out using SIRS. ~~Destiny shall be scanned in and~~
284 ~~all books returned from students and print a list of any books not returned~~
285 shall be printed. ~~In schools not using SIRS,~~ For materials not tracked via
286 Destiny (adoptions prior to 2007-2008) teachers shall maintain a written
287 verification that all materials are returned by students.

288 iv. *Report of lost/damaged student materials.*-- Any missing material not
289 previously reported as lost or destroyed shall be logged by the classroom
290 teacher on the Textbook Lost/Damaged form (PBSD 0395). The
291 classroom teacher must submit a copy of the Lost/Damaged Materials
292 Notice (PBSD 0395) to the instructional materials contact and school
293 bookkeeper. The PBSD 0395 form can be viewed at:
294 www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm, and is
295 available to order from the Instructional Materials Department. The form
296 is incorporated herein by reference as part of this policy.

297 v. *Selling books to students.*-- Schools may sell books to student or parents
298 if they so choose. The school shall cross out any markings or remove bar
299 codes identifying the book as School Board property. The money from the
300 sale shall be added to the lost textbook account (6-5200.00) and remitted
301 to Accounting Services with the lost/damaged collections at the end of the
302 year. The sold book shall be reported as lost on the TX05 screen in June.
303 ~~and the Textbook Inventory Report.~~

304 vi. *School-wide inventory counts and reporting of final losses.*-- A physical
305 count of all student books and teacher materials returned at the year end
306 and a count of books in storage shall result in the school's final inventory
307 at year end. All documented lost books are reported on the TX05 screen
308 ~~and on the end of year Textbook Inventory Report.~~

309 vii. *Remittance of all monies collected for instructional materials.*-- All monies
310 in school textbook accounts (6-5200.00) shall be cleared out at year end
311 and remitted to Accounting Services with a transmittal form (PBSD 0150)
312 indicating payment for lost/damaged books. A copy of the form is
313 available on the District web page at:
314 <http://www.palmbeach.k12.fl.us/Records/PDF/0150.pdf>, and is
315 incorporated herein by reference as part of this policy.

- 316 e. Collection of End-of-Year Obligations.-- Any student with textbook obligations
317 at the end of the school year (unless previously satisfied through community
318 service hours) will be placed on the obligation list; the parent/guardian shall be
319 notified; and the principal/designee shall make reasonable collection efforts.
- 320 i. *Assessing charges for books lost, destroyed, or unnecessarily damaged.-*
321 - As required by Fla. Stat. § 1006.28(3)(b), as interpreted consistent with
322 the exemption under § 1003.62(2) approved by the State Board of
323 Education on February 17, 2004, books that were in the first two years of
324 use when lost, destroyed, or unnecessarily damaged, shall be charged at
325 100% of their new purchase price; but *after* the second year, books shall
326 be charged a percentage between 50% and 75% of their price, depending
327 on the physical condition of the book. Schools shall use the Textbook
328 Dictionary Price List (TX0121) that was is distributed to schools posted on
329 the Instructional Materials Department web page in August at the
330 beginning of the school year for which the obligation is reported.
- 331 ii. *Notice to parent/guardian.*-- Notice shall be given to the parent/guardian
332 of any end-of-year textbook obligations, using the Textbook Obligation
333 Letter Lost/Damaged form (PBSD 0395). Documentation of all
334 communication with students and parents, verbal and written, including
335 telephone calls, parent conferences, certified letters and letters from the
336 Legal Services Department shall be kept on file.
- 337 iii. *Tracking obligation status.*-- Schools shall use the TERMS Fees and
338 Fines Program or ~~SIRSI~~ Destiny system to track obligations.
- 339 iv. *Referral to Legal.*-- After reasonable attempts by the principal/designee to
340 collect, the debt shall be referred to the Legal Services Department for
341 further assistance using PBSD 2020 Textbook Collection Referral. A copy
342 of the form is available on the District web page at:
343 <http://www.palmbeach.k12.fl.us/Records/PDF/2020.pdf>, and is
344 incorporated herein by reference as part of this policy. (Reasonable
345 collection efforts by the principal/designee may be defined to include
346 sending the Textbook ~~Lost/Damaged form (PBSD 0395)~~ Obligation Letter
347 to the parent/guardian via certified mail; placing a follow-up telephone
348 call; following up with a documented student or parent conference, if
349 possible; and then sending a second notice by certified mail if the sum
350 has not yet been remitted.)
- 351 v. *Other debt-collection methods.*-- If the obligation has not been satisfied by
352 the parent/guardian after reasonable efforts by the principal, or by
353 community service hours, the School Board may exercise any lawful
354 means of carrying out its statutory responsibility of collecting the
355 obligation, including, but not limited to, referral to a debt-collection

356 agency.

357 vi. *Student consequences.*-- If an end-of-year obligation still has not been
358 satisfied by the beginning of the next school year after reasonable
359 collection efforts by the principal/designee, the principal should impose
360 consequences as follows:

361 A. *Suspension from Extracurricular Activities.*—A student's instructional
362 materials obligations shall be tracked from grade to grade and school
363 to school until the debt is satisfied or the following consequences
364 have been imposed. The student shall be suspended from
365 participation in extracurricular activities (if the student is involved in
366 such activities), until such time as the parent/guardian has paid for
367 such loss, destruction, or unnecessary damage as required by Fla.
368 Stat. § 1006.28(3)(b); or alternatively, the student may elect to satisfy
369 the obligation through community service hours pursuant to
370 subparagraph B, below.

371 B. *Community Service Hours.* If the student is not suspended from
372 extracurricular activities (because the student is not involved in such
373 activities or the student has elected to perform community service
374 hours), the principal will require the student to satisfy the debt
375 through age-appropriate community service activities at the school
376 site as explained in subparagraph (4)(c)(v)(B), above. The
377 principal/designee shall keep a record of when the debt has been
378 satisfied, using the Community Service Record for Instructional
379 Materials Obligations (PBSD 1990). A copy of the form is available
380 on the District web page at:
381 <http://www.palmbeach.k12.fl.us/Records/PDF/1990.pdf>, and is
382 incorporated herein by reference as part of this policy. However, a
383 student's community service hours will be cut short upon receipt of
384 the parent's/guardian's payment for any amount not yet satisfied
385 through the community service activities. For example, if a student
386 owes \$50 and has done \$20 worth of community-services activities,
387 the remaining \$30 could be satisfied through payment of the
388 remaining \$30, rather than through completion of the activities.

389 vii. *Refunds for found books.*-- In the event a student finds a book that had
390 previously been reported lost and paid for as an obligation, the school
391 shall issue a refund. The amount of the refund shall correspond with the
392 physical condition of the book. For example, a book that is returned in
393 unnecessarily-damaged condition may not merit any refund. On the other
394 hand, a book returned *without* any unnecessary damage might merit a full
395 refund.

396 A. The school shall request the instructional materials contact to
397 complete a Check Requisition (PBSD 0181) in order to refund the
398 student for the obligation, regardless of whether it was satisfied
399 through the parent's/guardian's direct payment or through the
400 student's community service hours.

401 B. If the book is found after the student has been suspended from
402 extracurricular activities, the student may be reinstated to the
403 extracurricular activities upon satisfying any obligation for
404 unnecessary damage to the returned book.

405 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1006.28
406 LAWS IMPLEMENTED: Fla. Stat. §§ 1003.62(2); 1006.28; 1006.42
407 HISTORY: 1/13/03; 8/2/2004; ___/___2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.1225 and finds it legally sufficient for development by the Board.

Attorney

Date