



## **POLICY 8.1225**

**5-B** I recommend that the Board approve development of the proposed **revised** Policy 8.1225, entitled “Instructional Materials Accountability.”

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

### **Development**

### **CONSENT ITEM**

- The revised policy reflects the recent amendment to Section 1006.28(3)(b), FS, effective July 1, 2009, approved by the 2009 Florida Legislature in Senate Bill 1248. The bill was signed by the Governor on June 24, 2009.
  - Senate Bill 1248 deletes the statutory language, “(i)f instructional materials lost, destroyed, or damaged have 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, determined by the physical condition of the book”.
  - The bill requires each school principal to recoup from students or their parents 100 percent of the replacement costs of lost or damaged instructional materials, unless a penalty or in-kind activity in lieu of payment authorized by the School Board policy. The School Board policy provides for suspension from participation in extracurricular activities or community.

**POLICY 8.1225**

**INSTRUCTIONAL MATERIALS ACCOUNTABILITY**

- 1  
2
- 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 *the*  
54           *purchase price* of any instructional material the student has lost, destroyed, or  
55           unnecessarily damaged ~~[during the book's first two years of use]~~ and to report and  
56           transmit the money collected to the district school superintendent. ~~If instructional~~  
57           ~~materials lost, destroyed, or damaged have been in school use for more than [2]~~  
58           ~~year[s], a sum ranging between 50 and 75 percent of the purchase price of the~~  
59           ~~book shall be collected, determined by the physical condition of the book.~~ The  
60           failure to collect such sum upon reasonable effort by the school principal may result  
61           in the suspension of the student from *participation in extracurricular activities* or  
62           satisfaction of the debt by the student through *community service activities at the*  
63           *school site* as determined by the school principal, pursuant to policies adopted by  
64           district school board rule."

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

75           a. Receipt of Inventory

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

115 to a student for each class period. A Textbook Issued Damage Report  
116 card (PBSD 0394) shall be completed by each such student in each  
117 class. The teacher shall keep a record of the class set book that is  
118 assigned to each student. Teachers shall verify that the class set books  
119 are returned at the end of each class period.

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

125 c. Monitoring of Inventory During the School Year

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

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

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

148 B. *Assessing charges.*-- As required by Fla. Stat. § 1006.28(3)(b), as  
149 ~~interpreted consistent with the exemption under § 1003.62(2)~~  
150 ~~approved by the State Board of Education on February 17, 2004, the~~  
151 obligations to be tracked for books reported as lost or destroyed  
152 during the school year shall be based on the 100% value of any book  
153 ~~during its first two years of service (but after the second year, books~~

154 ~~shall be charged at a percentage between 50% and 75% of the~~  
155 ~~purchase price, depending on the physical condition of the book).~~  
156 Schools shall use the Textbook Dictionary Price List (TX0121) that is  
157 posted on the Instructional Materials Department web page in  
158 August of each year for pricing information. The Textbook Dictionary  
159 Price List can be viewed at:  
160 [www.palmbeach.k12.fl.us/instructionalmaterialsdept/priceupdate.htm](http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/priceupdate.htm)  
161 and is incorporated herein by reference as part of this policy.

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

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

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

183 A. *Suspension from Extracurricular Activities.*-- As stated in Fla. Stat. §  
184 1006.28(3)(b), the student will be suspended from participation in  
185 extracurricular activities (if the student is involved in such activities)  
186 until such time as the parent/guardian has paid for such loss,  
187 destruction, or unnecessary damage as required by Fla. Stat. §  
188 1006.28(3)(b); or alternatively, the student may elect to satisfy the  
189 obligation through community service hours pursuant to  
190 subparagraph B, below.

191 B. *Community Service Hours.*-- If the student is not suspended from  
192 extracurricular activities to encourage the parent/guardian to satisfy  
193 the obligation (because the student is not involved in such activities

194 or the student has elected to perform community service hours), the  
195 principal may require the student to satisfy the debt through age-  
196 appropriate community service activities at the school site, as stated  
197 in Fla. Stat. § 1006.28(3)(b).

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

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

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

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

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

253 b. If the book is found after the student has been suspended  
254 from extracurricular activities, the student may be  
255 reinstated to the extracurricular activities upon satisfying  
256 any obligation for unnecessary damage to the returned  
257 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 PBSB 0390 form can be viewed at:  
277 [www.palmbeach.k12.fl.us/instructionalmaterialsdept/manual.htm](http://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 All materials returned from students and teachers that are checked in  
283 and out using Destiny shall be scanned in and a list of any books not  
284 returned shall be printed. For materials not tracked via Destiny (adoptions  
285 prior to 2007-2008) teachers shall maintain a written verification that all  
286 materials are returned by students.

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

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

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

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

313 e. Collection of End-of-Year Obligations.-- Any student with textbook obligations

314 at the end of the school year (unless previously satisfied through community  
315 service hours) will be placed on the obligation list; the parent/guardian shall be  
316 notified; and the principal/designee shall make reasonable collection efforts.

317 i. *Assessing charges for books lost, destroyed, or unnecessarily damaged.-*  
318 - As required by Fla. Stat. § 1006.28(3)(b), books that are ~~as interpreted~~  
319 ~~consistent with the exemption under § 1003.62(2) approved by the State~~  
320 ~~Board of Education on February 17, 2004, books that were in the first two~~  
321 ~~years of use when~~ lost, destroyed, or unnecessarily damaged, shall be  
322 charged at 100% of their new purchase price ; ~~but after the second year,~~  
323 ~~books shall be charged a percentage between 50% and 75% of their~~  
324 ~~price, depending on the physical condition of the book.~~ Schools shall use  
325 the Textbook Dictionary Price List (TX0121) that is posted on the  
326 Instructional Materials Department web page in August at the beginning  
327 of the school year for which the obligation is reported.

328 ii. *Notice to parent/guardian.--* Notice shall be given to the parent/guardian  
329 of any end-of-year textbook obligations, using the Textbook Obligation  
330 Letter. Documentation of all communication with students and parents,  
331 verbal and written, including telephone calls, parent conferences, certified  
332 letters and letters from the Legal Services Department shall be kept on  
333 file.

334 iii. *Tracking obligation status.--* Schools shall use the TERMS Fees and  
335 Fines Program or Destiny system to track obligations.

336 iv. *Referral to Legal.--* After reasonable attempts by the principal/designee to  
337 collect, the debt shall be referred to the Legal Services Department for  
338 further assistance using PBSB 2020 Textbook Collection Referral. A copy  
339 of the form is available on the District web page at:  
340 [www.palmbeach.k12.fl.us/Records/PDF/2020.pdf](http://www.palmbeach.k12.fl.us/Records/PDF/2020.pdf), and is incorporated  
341 herein by reference as part of this policy. (Reasonable collection efforts  
342 by the principal/designee may be defined to include sending the Textbook  
343 Obligation Letter to the parent/guardian via certified mail; placing a follow-  
344 up telephone call; following up with a documented student or parent  
345 conference, if possible; and then sending a second notice by certified mail  
346 if the sum has not yet been remitted.)

347 v. *Other debt-collection methods.--* If the obligation has not been satisfied by  
348 the parent/guardian after reasonable efforts by the principal, or by  
349 community service hours, the School Board may exercise any lawful  
350 means of carrying out its statutory responsibility of collecting the  
351 obligation, including, but not limited to, referral to a debt-collection  
352 agency.

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

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

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

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

392 A. The school shall request the instructional materials contact to  
393 complete a Check Requisition (PBSD 0181) in order to refund the

394 student for the obligation, regardless of whether it was satisfied  
395 through the parent's/guardian's direct payment or through the  
396 student's community service hours.

397 B. If the book is found after the student has been suspended from  
398 extracurricular activities, the student may be reinstated to the  
399 extracurricular activities upon satisfying any obligation for  
400 unnecessary damage to the returned book.

401 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1006.28  
402 LAWS IMPLEMENTED: Fla. Stat. §§ 1003.62(2); 1006.28; 1006.42  
403 HISTORY: 1/13/03; 8/2/2004; 12/10/2008; \_\_\_\_/\_\_\_\_/2009

Legal Signoff:

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

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Attorney

Date

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