**TEXTBOOK AND RECEIPTS**

It is the teacher's responsibility to issue and account for all textbooks in the classroom and those assigned to their students. Each student who receives a textbook is to complete all the information on the textbook receipt card. This card serves as a receipt for the book. The teacher keeps the textbook card until the book is returned.

Each department head will keep a record of the number of textbooks issued to each teacher. Teachers submit an accounting of textbooks to their department heads at the end of each year.

Textbooks should be collected as soon as the class no longer needs them; to wait until the last few days makes it more unlikely that the student will pay for a lost or damaged book.

**REQUEST FOR TEXTBOOKS**

Department Heads work with teachers to determine textbook needs during the spring for the upcoming school year. School priorities will determine how the budget will be allocated among the departments throughout the school. The assistant principal responsible for textbooks will schedule a meeting with the department heads during the second semester of each school year to review textbook ordering procedures.

**TEXTBOOKS: PROCEDURE TO ISSUE**

Adhere to the following procedures when issuing textbooks to students:

* Have students complete the textbook receipt card. Be sure that each student enters his/her name, student number, name of the textbook and number. The student signs the card.
* Write the teacher's name in the space provided in the text. This way, a lost book can be returned to the proper teacher.
* Keep the textbook receipt cards in a secure place. It is suggested that they be kept in alphabetical order by each class period.
* When a new student enters your class, issue a textbook in the same manner. When a student withdraws, take back the textbook, check it for damage, and return the receipt card to the student if the book is in satisfactory condition.
* When a student returns a textbook, the student must receive the Textbook Receipt card from the teacher. It serves as their receipt that the book was returned.

**TEXTBOOKS: LOST OR DAMAGED**

If a student does not return their textbook at the end of the school year, the teacher should give the textbook receipt card to the department head with a notation on the card "book not received" with the teacher’s signature or initials. The department head will alphabetize all cards for the department and turn them in to the bookkeeper before checking out.

If a student states that they lost the book, the teacher informs the student that it is the student's responsibility to pay for that book. The student is to remit payment to the bookkeeper.

If the student does not pay for a lost or damaged book, he will not be issued textbooks the following year. If there is family hardship, the parent should contact the principal.

If a book has been damaged, the teacher must use his/her judgment to decide whether to assess a charge for the damage. The charge is the full price of the book. If a student pays for the damaged book, they may keep the book. Once the student brings back a signed receipt from the bookkeeper stating that the book has been paid for, the teacher returns the original textbook receipt card to the student.

**LOST AND DAMAGED TEXTBOOK CHARGES**

Students must pay back the full cost of lost or damaged instructional materials. The bookkeeper has the Florida Book Depository catalog to determine the replacement cost.