

## **Apopka High School Textbook Policy**

### **Issuance of Textbooks**

- All books will be barcoded and circulated through the Apopka High School Media Center using the management software, Destiny. Destiny has been implemented throughout Orange County Public Schools and tracks student textbook information.
- Textbooks are issued to students. Students must have an Apopka High School identification card to check out textbooks.
- The Student should write his/her name in the designated space on the inside cover of the textbook. Names should not be written in supplemental novels, etc.
- At the end of the class/term/year, each textbook will be scanned as it is returned to the textbook room 211. Students should listen to the name being stated and confirm that the textbook was assigned to the appropriate person.
- The textbook tracking system will provide the obligation list.
- Fines will be issued for damaged textbooks per the severity. The student will be assessed \$1.00 for damaged barcodes. Students should report textbook damage immediately. Students who have misplaced their textbook may check in Textbook room 211 to see if it has been returned; otherwise the student is responsible monetarily for the loss of the textbook. The barcode on the front cover of the textbook is unique and it must be recognizable at the time of return.
- If **NO BARCODE IS VISIBLE**, the student will be assessed the replacement value of the textbook.
- Students are **NOT** allowed to share lockers. If a locker has been forcibly opened, report the damage and/or textbook theft to room 402 immediately.
- Students must report a locker theft within 24 hours to the Administrator in charge of lockers and to a School Resource Officer who will require the student to complete a written complaint.
- Students **SHOULD NOT** leave assigned textbooks in classrooms.

### **OBLIGATIONS**

Students are expected to meet financial obligations to the school for such items as lost textbooks, uniforms, fundraiser items, etc. Students must meet their current obligations before they will be allowed to purchase parking permits, yearbooks, tickets to special events, participation in graduation ceremonies, etc. Obligation lists are maintained by the Bookkeeper.

#### **According to Florida Statute, Chapter 1006.42:**

“Each parent of a student is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials, and shall pay for such loss, destruction, or unnecessary damage as provided by law.”

“The failure to collect such sum by the principal may result in the suspension of the student from participation in extracurricular activities.”