

# INSTRUCTIONAL MATERIALS MANUAL

## NASSAU COUNTY SCHOOL BOARD



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*Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.*

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## **INTRODUCTION**

This manual has been prepared to serve as a guide for those assigned to textbook management responsibilities. It is also intended as a reference for the school administrator in organizing and administering the school textbook program.

This publication is a key to standard procedures for requisitioning new books, for accounting for existing textbooks, for processing books to be issued to teachers and to pupils; for transferring books between schools, and for discarding worn out or obsolete textbooks.

The material presented herein is designed to permit some degree of flexibility in operation. At the same time, it stresses consistency in the procedures where standardization is desirable. The efforts of each person assigned to the monumental task of textbook functions are appreciated. Each person contributes to the success of us all.

## **I. DEFINITION OF INSTRUCTIONAL MATERIALS**

Instructional materials are defined as items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound kit or package form and may consist of hard-backed or soft-backed textbooks, consumables, learning laboratories, slides, films and filmstrips, recordings, manipulatives, computer course work, video discs, or other such electronic media, and other commonly accepted instructional tools. This includes state-adopted textbooks and ancillary materials, non-adopted related materials that accompany state-adopted texts, books, library and reference books not included on the state adopted list; documents, photographs, maps, charts, globes, recordings, slides, transparencies, pre-recorded audio and videotapes, laser disc, CD-ROM discs, computer software, films, filmstrips or science laboratory materials; including an allocation for the repair and renovation of textbooks and library books; but shall not include furniture, calculators, audio-visual, office and/or other equipment or teaching supplies.

A quick summary is offered below:

1. On-Adoption Instructional Materials: Those instructional materials that are currently under contract on the state adopted list.
2. County Adopted Instructional Materials: Those instructional materials that are approved for use by the district in specific subject areas.
3. Off-Adoption Instructional Materials: Instructional materials that were under contract on the state adopted list for a specific period of time and whose contract has expired.
4. Surplus Instructional Materials: Instructional materials on adoption that are no longer in use in a school.
5. Discarded Instructional Materials: Instructional materials that are off adoption and are no longer being used or any instructional materials that are damaged beyond repair.

## **II. SELECTION OF INSTRUCTIONAL MATERIALS**

- A. Section s.1006.34, Florida Statutes, describes the standards for selection of instructional materials, library books, and other reading material used in the public school system. The statute directs that the standards used to determine the propriety of the material include:

- 1) The age of the children who normally could be expected to have access to the material;
- 2) The educational purpose of the material;
- 3) The degree to which material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program;
- 4) The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the children of the state; and
- 5) No books or other material containing hard-core pornography or otherwise prohibited by Sec. 847.012, Florida Statutes, shall be used in the public school system of the state.

B. It is the intent of the Nassau County School Board that textbooks be selected from the list of state approved adoptions. It is also the intent of the Board that textbooks be selected for district-wide use by course/grade/level to assure continuity and economy throughout the district. Media materials should be selected to provide enrichment and curriculum support taking into consideration the varied needs, interests, and abilities of the school population.

1. Schools shall use the following resources to evaluate instructional materials:

a. Textbooks

1. Next Generation Sunshine State Standards / Florida Standards
2. Grade Level Expectations
3. Curriculum Frameworks or Course Descriptions
4. District Strategic Plan Objectives
5. Instructional Materials Evaluation Form (Appendix B)
- \* 6. DOE Instructional Materials Specifications
- \* 7. DOE District Pre-Adoption Instructional Materials Evaluation Form
- \* 8. DOE District Committee Evaluation Report
- \* If available

b. Media Materials

1. Overall purpose
2. Timeliness, permanence, or authoritativeness
3. Subject matter
4. Quality of the writing or production
5. Readability and popular appeal
6. Reputation of the author, publisher, producer, artist, or composer
7. Diversity of the student population
8. Format and price
9. Age of the intended audience
10. No material shall be purchased which contains hardcore pornography or is otherwise prohibited. s. 847.012

C. School Textbook Selection Committees should include representatives of faculty and parents. Each school media specialist is encouraged to form a Media Committee, which is responsible for identifying curriculum needs as well as teacher and student requests. This committee should be representative of the individual school community.

D. District Adoption Process: The School Board shall be legally responsible for all materials relating to the operation of District Schools.

1. Selection of State-adopted Textbooks and Instructional Materials – A District council shall be appointed to review textbooks and instructional materials which are being considered for state adoption.
  - a. Council members shall complete a training program developed by the Florida Department of Education prior to involvement with the review and selection process. The training shall develop skills to assist council members in making valid and objective decisions regarding the content and rigor of instructional materials.

- b. The District council may not be composed of fewer than three persons. One member shall be a lay person and two members shall be appropriately certificated instructional staff members when the council is composed of three members. A council with more than three members shall include at least one lay person and appropriately certificated instructional staff members to constitute at least 50% of the composition.
2. Selection of District-adopted Textbooks and Instructional Materials – The primary objective for District-wide adoption of textbooks and instructional materials, which may include state-adopted and non state-adopted textbooks and instructional materials, is to unify the curriculum of the total District educational program and to place new and current instructional materials in schools within the first two years of the state-adoption cycle. The selection process shall be in accordance with these provisions.
  - a. Selected instructional staff members shall evaluate textbooks and instructional materials for potential use in District Schools and shall provide recommendations and concerns to the school principal regarding the evaluation results.
  - b. The evaluation results of instructional staff members shall be reviewed by District curriculum staff members who shall determine the acceptability of the recommendations. District curriculum staff members shall advise the Superintendent after concluding their review. Unacceptable recommendations for instructional staff members shall be returned for further deliberation and consideration of textbooks and instructional materials.
  - c. Recommendations on textbooks and instructional materials which are accepted by District curriculum staff members shall be presented to the Superintendent.
  - d. The Superintendent will present the recommended instructional materials to the School Board and secure a date for a School Board Hearing to be set at the first scheduled school board meeting 30 days from this presentation.
    - Information on the student editions being considered will be posted on the district website for 30 days for public school parents to review.
    - A form will be available on the website for protests to be made. All protests filed will be published on the district website seven (7) days prior to the school board hearing. A parent who wishes to file a petition must do so within 30 days of the material's adoption by the school board.
  - e. The School Board shall consider and approve or disapprove the Superintendent's recommendations. The school board's decision after the hearing is final and not subject to further petition or review.

E. Duties of the School Principal (f.s. 1006.28 (3) )

1. School Principal- The school principal has the following duties for the management and care of instructional materials at the school.

Proper use of instructional materials- The principal shall assure 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 adopted district school board rule. The school principal shall communicate to parents the manner in which instructional materials are used to implement the curricular objectives of the school.
2. The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent.
3. The school principal upon request of a parent of a student in the school, shall sell to the parent any instructional materials used in the school.
4. All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the district school superintendent to be deposited in the district school board fund and added to the district appropriation for instructional materials.

5. Principals shall see that all books are fully and properly accounted for as prescribed by adopted rules of the district school board, (8.16 Nassau School Board Administrative Rules)

### **III. PURCHASING STATE ADOPTED INSTRUCTIONAL MATERIALS**

- A. Each Principal shall receive notice of his/her annual allocation for the purchase of instructional materials.
- B. State adopted instructional materials requests are completed on printed forms or electronically entered and forwarded to the appropriate district director for processing before items are ordered from the Florida School Book Depository. Appendix C must accompany any purchase order for consideration.
- C. Current and adequate instructional materials will be purchased in the first two years of an adoption for the core subject areas of Language Arts, Social Studies, Science, Mathematics, Literature and Reading, except for instruction for which the school advisory council approves the use of a program that does not include a textbook as a major tool of instruction. Each student will be provided with a textbook or other materials as a major tool of instruction in the core subject areas listed above. (s. 1006.28 )
- D. The preliminary plans for the purchase of state adopted materials must be submitted by March 15 of each year. This information will also be used to complete the Florida Instructional Materials Report (FIMWEB) by April 1<sup>st</sup>, which is used to monitor the districts compliance with III.C, above.

### **IV. PURCHASING INSTRUCTIONAL MATERIALS WITH FLEXIBILITY FUNDS:**

- A. Materials to be considered for flexibility fund purchasing are to be evaluated to determine if they are suitable for student use. A completed Instructional Materials Checklist (Appendix C) must be attached to each requisition submitted.
- B. If the principal determines to use the flexibility funds for non-state adopted materials, a purchase requisition shall be used. The requisition shall be addressed to the vendor with at least 10 percent allowance for shipping charges. Any charges in excess of the flexibility funds shall be charged to the individual school budget.
- C. Each requisition shall be forwarded to the appropriate district director for review and approval. Upon approval, the requisition shall be forwarded to the purchasing department, where procedures for purchasing, receiving and payment shall be followed.

### **V. SALE OF INSTRUCTIONAL MATERIALS TO PARENTS**

The principal, when requested by the parent of a pupil in the school where he is employed, shall sell to such parent any instructional materials used in the schools. ( s. 1006.28 (3) (c))

- A. A parent desiring to purchase a textbook is expected to make payment in advance, all checks being made payable to the Nassau County School Board.
- B. The purchase price shall be the state contract price plus 15% for shipping.
- C. Upon receipt of the cash or check from the parent, the school shall forward the check and purchase requisition listing quantity, code number and title to the district textbook manager for processing.
- D. Upon receipt of the materials the parent will be notified to pick up the item(s) at the school.

### **VI. SURPLUS INSTRUCTIONAL MATERIALS:**

- A. County adopted instructional materials, which exceed the needs of a particular school, may be declared surplus and made available for redistribution to other schools in the district. Such surplus may exist as a result of decreased enrollment or changes in course offerings.

- B. State adopted instructional materials which have been replaced with a new state or county adoption and which are no longer needed in the instructional program at a particular school shall be declared obsolete and packed for pick-up. The school textbook manager is responsible for following the disposal of obsolete and unusable instructional materials procedures. ( section IX)
- C. Instructional materials that are deemed unserviceable or unfit for student use (i.e., loose or torn pages, water damage, missing pages or covers, obscenities, etc.) may be declared unusable by the principal, removed from the inventory and packed up for pick-up. The school textbook manager is responsible for following the disposal of obsolete and unusable instructional materials procedures. (section IX)
  - 1. To Discard Materials in Destiny Textbook Manager, delete the copies:
    - i. Catalog>Update Copies>Delete Copy
      - 1. Check Track as Weeded in order to run a report of weeded materials.
        - a. Reports>Textbook>Weeding Log
- D. County adopted instructional materials may become physically unusable prior to the expiration of the adopted contract period and/or before they have met the criteria to be declared eligible for discard.

## **VII. LOST, DESTROYED AND DAMAGED MATERIALS**

- A. Responsibility for collecting monies for lost, destroyed, or damaged instructional materials rests with the individual school.
 

“The school principal shall collect from each student or the student’s parent the purchase price of any instructional material the student has lost, destroyed or unnecessarily damaged and to report and transmit such amounts so collected to the superintendent. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal. s.1006.28(3)(b)
- B. Regardless of the condition of the book, the fees assessed for books lost or damaged shall be based on replacement purchase price.
- C. Under no circumstances shall the transfer of a student’s cumulative record be delayed or denied by the school for failure to pay any fine or fee.

## **VIII. DISPOSITION OF FUNDS**

- A. Teachers and media specialists who collect monies from pupils for lost or damaged materials will use the approved Monies Collected Form to accompany monies for deposit into the school’s internal account. Teachers and media specialists will retain a copy of each Monies Collected Form receipt for end of year reconciliation.
- B. Each student will receive an individual receipt and the teacher or media specialist retains a copy.
- C. All such funds will be transferred from the school’s internal account to the appropriate district allocation for textbooks or media materials. These funds will be re-allocated to the school’s instructional materials or media funds, as appropriate, for the following year.
- D. Pupils who, having paid for lost materials, locate and return the materials prior to the end of the school year shall be reimbursed the total amount paid.
- E. These records will be requested at the end of each school year and will become a component of the district’s best financial management practices review under. ss. 11.513

## **IX. DISPOSAL OF OBSOLETE, UNUSABLE , AND/OR SURPLUS INSTRUCTIONAL MATERIALS**

- A. Instructional materials declared to be of no further value may be disposed of as follows:
  - 1. Offered to the Adult Education Program, Exceptional Student Education Program, or other public education programs in the district or state;
  - 2. Given to teachers to cut up or otherwise used as resource materials;
  - 3. Offered free to Nassau students;
  - 4. Offered to private and parochial schools in Nassau County;
  - 5. Made available to any governmental agency, charitable organization or any individual;
  - 6. Sold to used book dealers, recycling plants, pulp mills or other persons or firms, at the discretion of the Superintendent, or designee. Funds received will be added to the school's instructional materials appropriation.
  - 7. Materials that cannot be disposed of through one of the above methods will be disposed of with commercial or public disposal methods.
- B.
  - 1. Arrangements will be made by the district textbook manager to have surplus and/or obsolete books picked up from schools on an annual basis. Schools will be notified in advance of pickup dates.
  - 2. Books must be placed in boxes approximately 18"(L) X 12"(W) X 12"(D), (about the size of a case of paper).
  - 3. Textbook Disposal Form ( Appendix D) should be completed and sent to the appropriate director.
  - 4. As a means of notification, the school textbook manager shall complete Appendix G in order to notify the district of quantity for discard. Books should be centralized in one location for pickup.
- C. To Discard Materials in Destiny Textbook Manager, delete the copies:
  - 1. Catalog>Update Copies>Delete Copy  
Check Track as Weeded in order to run a report of weeded materials.  
Reports>Textbook>Weeding Log

## **X. RESPONSIBILITIES FOR INSTRUCTIONAL MATERIALS (1006.28)**

- A. District
  - 1. Allocate funds for purchase of sufficient and appropriate instructional materials for all students in the district.
  - 2. Provide a procedure for evaluation and approval of any instructional materials to be requisitioned for use in the district. The District School Board shall assure that instructional materials used in the district are consistent with the district goals and objectives and the curriculum frameworks adopted by rule of the State Board of Education, as well as with the state and district performance standards provided in s. 1001.03 (1)
  - 3. Establish and maintain a program of school library media services for all public schools in the district.
- B. Principals
  - 1. Coordinate school level instructional materials selection activities with teachers and School Advisory Council.
  - 2. Requisition instructional materials needed for the school.
  - 3. Distribute books received to the pupils of the school.

4. Assure that instructional materials are used to provide instruction to students enrolled in the grade or course for which the materials are designed.
5. Collect money for lost, destroyed or damaged instructional materials based on the condition of the material at the time of issue to pupil and report this to the office of the superintendent.
6. Require proper care and conservation of all books issued to the school.
7. Account for instructional materials on proper forms. (inventory, transfer, disposal)
8. Prepare and transmit such records and reports as may be required.
9. Facilitate smooth transfer of textbooks via Destiny Textbook Manager.
  - a. Contact the district Textbook Manager to identify and facilitate the transfer of textbooks.
  - b. Catalog>Transfer Textbooks
10. Conduct an annual inventory in Destiny Textbook Manager.
  - a. Back Office>Inventory>Account For Each Barcode
  - b. Back Office>Inventory>Details provides the total number of copies and a breakdown of those accounted for and unaccounted for.

C. Teachers

1. Serve on state and local textbook selection committees
2. Request needed instructional materials from administration.
3. Keep accurate records of instructional materials received.
4. Keep accurate records of instructional materials issued and returned.
5. Determine condition of instructional materials as issued and returned.
6. MAKE PERIODIC INSTRUCTIONAL MATERIALS CHECKS DURING THE YEAR.
7. Return instructional materials to administration at the end of the year.
8. Keep surplus instructional materials in a safe place where students do not have access to them-

D. Students

1. Make sure the instructional materials issued to them are utilized.
2. Be aware that it is the responsibility of the students to take proper care of books issued to them by the district.
3. Be aware that student or parents must pay for lost, damaged or destroyed instructional materials.

E. Parents

1. Teach proper care of instructional materials.
2. Be acquainted with the materials that are being required in each course.
3. Check occasionally to see that students have all books assigned to them.
4. Be aware that it is the parents' responsibility to pay for lost, damaged or destroyed instructional materials.
5. Serve on textbook selection committees.

#### IMPORTANT REMINDERS AND TIPS:

1. Use the current Florida School Book Depository Catalogue for accurate code numbers and prices of available instructional materials.
2. Do not order extra teacher editions. Extra Teacher Editions must be purchased by the district and are not factored into the teacher/student ratio as noted in the FSBD Catalogue.
3. All Teacher Editions/supplementary materials are the property of the school district, not the individual teacher. Teachers are responsible for the safekeeping and return of all district materials.
4. Be aware when textbooks are delivered. Reconcile the delivery slip with your order to immediately identify a back order or possibly a mistake in delivery. It is much easier to catch an error early in the process than later when school has already begun and books have been disseminated.
5. Any imperfections in the textbooks should be noted immediately upon discovery and replacement arrangements made with FSBD.

## **APPENDICES**

APPENDIX A	Nassau School District Administrative Rule
APPENDIX B	Suggested rubric for evaluation of instructional materials (others may be provided depending upon content of adoption)
APPENDIX C	Instructional Materials Checklist (must accompany all purchase order requisitions)
APPENDIX D	Instructional Materials Disposal Form
APPENDIX E	Textbook Transfer Form (Elementary)
APPENDIX F	Textbook Transfer Form (Secondary)
APPENDIX G	Textbook Disposal Form

## **APPENDIX A**

### **School Board Policy on Instructional Materials**

#### **8.16 Management of textbooks and Instructional Materials**

The Superintendent shall develop procedures based on Florida Statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. The procedures will be outlined in the Instructional Material Manual of Regulations and Procedures and are adopted as part of this policy by reference.

Authority: 1001.42 (2) 1001.42 (17)

## APPENDIX B

### EVALUATION FORM

	Excellent	Good	Fair	Poor	Unsatisfactory	Not Applicable	
<b>CONTENT</b>							
1. The content is accurate	5	4	3	2	1	NA	
a. Information is factually stated.							
b. Information distinguishes between fact and interpretation.							
2. The content is up-to-date	5	4	3	2	1	NA	
a. Content includes events occurring within the past five years.							
b. Illustrations and photographs, other than historical, are within the past five years.							
c. Copyright date is within the last three years.							
3. The content is comprehensive	5	4	3	2	1	NA	
a. Content is congruent with curriculum framework or course description.							
b. Performance Standards of Excellence are addressed in the content.							
c. Minimum Student Performance standards are addressed in the content.							
4. The content treats social issues according to legal regulations	5	4	3	2	1	NA	
a. Ethnic groups, males and females are shown in non-stereotyped roles through pictures and words.							
b. Content represents a variety of cultures.							

### **B. PRESENTATION**

5. The content is presented at the appropriate grade level for the intended learners.	5	4	3	2	1	NA	
a. Vocabulary and symbols match grade levels.							
b. Content is at the appropriate readability level.							
6. The writing style facilitates learning	5	4	3	2	1	NA	
a. Tone is appropriate for intended learners.							
b. Paragraphs include details explicating topic sentences.							

	Excellent	Good	Fair	Poor	Unsatisfactory	Not Applicable
7. The text format facilitates learning	5	4	3	2	1	NA
a. Print size and type ensure legibility for grade level of student.						
b. Illustrations are on the same or adjoining page as the matching content.						

### **C. INSTRUCTIONAL DESIGN**

8. The instructional components are congruent. Content matches the objectives.	5	4	3	2	1	NA
a. Test items match the objectives.						
b. Test items match the content.						
9. The design of the materials facilitates learning	5	4	3	2	1	NA
a. Information is presented in an instructional sequence from simple to to complex.						
b. Practice opportunities are located throughout each unit/chapter.						
10. The supplementary materials facilitate learning	5	4	3	2	1	NA
a. Teacher's edition includes clearly stated directions on how to implement materials with student.						
b. Workbook activities are congruent with the content of the text.						

### **D. CLASSROOM USE**

11. Use of the instructional materials is compatible with the teaching conditions	5	4	3	2	1	NA
a. Preferred settings for conducting instructional activities are available in user schools.						
b. Staff development services are available from the publisher.						
12. The materials are effective with students	5	4	3	2	1	NA
a. Other users state that students learn from the materials.						
b. Students indicate a positive attitude toward materials.						

_____	+	_____	+	_____	+	_____	=
Content		Presentation		Instructional Design		Classroom Use	Sum



## APPENDIX C

P.O. # \_\_\_\_\_

### INSTRUCTIONAL MATERIALS CHECKLIST NASSAU COUNTY

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

The following have been considered for the selection and purchase of instructional materials. Check all that apply to this purchase.

\_\_\_\_\_ 1. State adoption

\_\_\_\_\_ 2. District adoption

\_\_\_\_\_ 3. Flexibility (up to 50% of allocation)

\_\_\_\_\_ 4. Approval by

\_\_\_\_\_ a. teachers

\_\_\_\_\_ b. other school site staff

\_\_\_\_\_ c. SAC

\_\_\_\_\_ 5. Instructional materials guidelines established by the school and district.

\_\_\_\_\_ 6. Propriety (Refer to Instructional Materials Management Manual, part A, page 4, and Section 1006.34)

\_\_\_\_\_ a. age of intended users

\_\_\_\_\_ b. educational purpose to be served

\_\_\_\_\_ c. degree to which material would be supplemented and explained as  
part of normal instructional program

\_\_\_\_\_ d. no hard core pornography or otherwise prohibited by s. 847.012.

## APPENDIX D

Page \_\_\_\_ of \_\_\_\_

### Nassau County School Board INSTRUCTIONAL MATERIALS DISPOSAL FORM

Date: \_\_\_\_\_

School: \_\_\_\_\_

Signature of Principal or Designee \_\_\_\_\_

**DIRECTIONS AND EXPLANATIONS ARE ON THE BACK OF THIS FORM.**

**Type of material for disposal: (Column 7)**

- |                             |   |                    |
|-----------------------------|---|--------------------|
| A. Student Text             | F. Audio-Visual                               | I. Other (specify) |
| B. Student Workbook         | G. Samples                                    |                    |
| C. Teacher Edition (T.E.)   | H. Library Books                              |                    |
| D. Teacher Edition Workbook | (May be totaled by box. Titles not necessary) |                    |
| E. Basal Ancillary          |   |                    |

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Line	Subject	Cat. Code or ISBN #	Publisher	Title	Gr./Lv.	Edition Year	Type	No. Usable	No. Unusable	No. Boxes	Disposition Categories*
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											

04/17/2012

### **DIRECTIONS FOR COMPLETING INSTRUCTIONAL MATERIALS DISPOSAL FORM:**

1. Use only **Appendix D Forms** to list materials to be disposed of and submit to the appropriate director. (Elem. or Sec.)
2. Boxes used to pack books **must not** exceed the dimensions of a box of duplication paper (**18" long x 12" wide x 10" high**).
3. To dispose of samples, write **SAMPLES** across the sheet and the total number of boxes. **NO** identification is required.
4. Number sheets consecutively in upper left corner.
5. Forms and boxes of materials from separate departments or grade levels may be grouped and numbered separately, (i.e., Math 1-5, Science 1-10, Grade two 1-3).
6. **A new line is required only if the title, type, edition, grade level OR year is different.**
7. Principal or designee must sign each form
8. Columns:
  - (1) Subject (math, science, etc.)
  - (2) Cat./code (number from School Book Depository Catalog, district inventory, or ISBN)
  - (3) Publisher
  - (4) Title
  - (5) Indicate "level" only if book is not grade specific.
  - (7) Type (indicate the **letter** from top of form, i.e., A-I)
  - (8) Usable (number of books in this condition)
  - (9) Unusable (number of books in this condition)
  - (10) Box number (Number you write on the box or boxes. If there is more than one box per line item, show as a series, i.e., 2-5 or 1-10).
  - (11) Disposition categories (surplus or redistribution to another program)

### **REMEMBER:**

- A. Prior to packing the books, you must scan the barcodes to delete the copies from Destiny Textbook Manager.
- B. Following these instructions will enable us to locate for shipment, any books which are requested by other districts. Incomplete or incorrectly filled out forms will be returned for revisions.

**APPENDIX E**

**NASSAU COUNTY SCHOOL BOARD  
TEXTBOOK TRANSFER FORM  
ELEMENTARY EDUCATION OFFICE**

- DIRECTIONS: 1. Sending school completes PART I and sends textbook transfer form, completed in triplicate to the receiving school.
2. Receiving school completes PART II and forward completed copies to sending school and Elementary education Office, retaining third copy for their records.
3. Upon receipt of completed form, textbooks will be removed from the sending school's inventory and added to the receiving school's inventory by the Elementary Education Office.

**PART I**

The books listed below were transferred from to \_\_\_\_\_ to \_\_\_\_\_  
(School) (School)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Code #	Subject	Publisher	Title	Grade/Level	Number

PART II I acknowledge receipt of the book(s) listed above and understand they will be added to my school's inventory.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature) (Title) (Date)

**APPENDIX F**  
**NASSAU COUNTY SCHOOL BOARD**  
**TEXTBOOK TRANSFER FORM**  
**SECONDARY EDUCATION OFFICE**

- DIRECTIONS:**
1. Sending school completes PART I and sends textbook transfer form, completed in triplicate to the receiving school.
  2. Receiving school completes PART II and forwards completed copies to sending school and Secondary Education Office, retaining third copy for their records.
  3. Upon receipt of completed form, textbooks will be removed from the sending school's inventory and added to the receiving school's inventory by the Secondary Education Office.

**PART I**

The books listed below were transferred from \_\_\_\_\_ to \_\_\_\_\_  
(School)(School)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Code #	Subject	Publisher	Title	Grade/Level	Number

**PART II**      I acknowledge receipt of the book(s) listed above and understand they will be added to my school's inventory.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature)(Title)(Date)

## APPENDIX G TEXTBOOK DISPOSAL FACT SHEET

School Name \_\_\_\_\_

Textbook Manager or Person Responsible: \_\_\_\_\_

Location (FISH Number) of boxes to be discarded:

Building number \_\_\_\_\_ room number \_\_\_\_\_

Approximate number of boxes: \_\_\_\_\_

When packing boxes, please remember that someone has to pick them up and load them. Please also make sure that boxes are secured on both the top and bottom. It is NOT necessary to tape the Appendix D to each box.

The designated pick up dates for Nassau are June 11-14. We will designate pick up sites in each community based upon the total number of discard boxes that must be moved. You will be notified of this site identification as soon as every school has submitted this form.

**Elementary text book chairs** should complete Appendix D completely. Attach Appendix D to this form and return to Elementary Ed by June 1, 2012.

**Secondary textbook chairs** should complete Appendix D completely. Attach Appendix D to this form and return to Secondary Ed by June 1, 2012.

All Textbook Managers should complete the Discard materials process as well as conduct a textbook inventory in the Destiny System.

The District will create the 2011-2012 Full Year Textbook Inventory at the district level. It will begin on May 1, 2012 and be finalized at the district level on June 29, 2012.

Specific instructions as to how to renew and check in textbooks will be sent to the School Textbook Managers from the District Manager. (K. Burgess-Watkins)