

General Criteria for Selection of Instructional Materials

(taken from GCPS Policies and procedures P.IFAA)

- A. The following criteria shall be used as they apply to any instructional materials:
1. Materials shall support and be consistent with the system's mission, vision, and goals.
 2. Materials shall directly support instruction of the Academic Knowledge and Skills (AKS) curriculum including opportunities for intervention and extension of the learning as appropriate.
 3. Materials shall meet high standards of quality in factual content and presentation.
 4. Materials shall be appropriate for the subject area and for the age, emotional development, and social development of the students for whom the materials are selected.
 5. Materials shall have aesthetic, literary, or social value.
 6. Materials chosen shall be written/produced by competent and qualified authors and producers.
 7. Materials shall be chosen that avoid bias and adhere to standards of sensitivity towards student cultural, ethnic, racial and religious background and gender.
 8. Physical format, medium, and appearance of materials shall be suitable for their intended use.
 9. The materials selected shall be purchased and used in compliance with current copyright laws.

Damaged Property and/or Lost Books

(taken from GCPS Policies and procedures P.JS)

Textbooks and media center books will be checked out to students using Destiny Textbook Manager or Library Manager available at each school. At the end of the established loan period, textbooks and library books are expected to be returned in useable condition and checked in via Destiny Textbook Manager or Library Manager.

Students or their parents/guardians will be responsible for reimbursement to the school for damage to school property, including lost or damaged books. The cost of a lost textbook will be the full, current price (also referenced as the replacement price) as noted in Destiny Textbook Manager. In addition, the full cost of replacement must be paid if a textbook is declared unusable due to excessive damage and/or if both barcodes are missing from the textbook. In the event of extenuating circumstances, the principal may waive or reduce the fee charged for missing or damaged textbooks. The cost for lost/damaged media center books will be determined by the Media Services office and communicated annually to Media Specialists. If the student is unable to pay the fee for the replacement cost of the material, appropriate voluntary service to the school, as approved by the principal, may be arranged.

Students failing to pay for lost or damaged books may lose one or more privileges at the discretion of the school principal, such as loss of participation in an extracurricular activity, loss of school privilege, or restricting the privilege to checking out additional books from the media center. Loss of privilege should not impact opportunity to learn.

Grade reports, diplomas, or certificates of progress may be withheld until restitution is made. Student records may not be withheld.

Teacher editions and resource materials will be checked out to teachers in Destiny Textbook Manager for instructional purposes aligned with current teaching assignment. At which time the teacher leaves the school, all teacher editions and resource materials will be expected to be returned to the school in usable condition and checked in via Destiny Textbook Manager.

Funds collected by schools as fees for lost and damaged textbooks will be retained by the school in a restricted account to defray miscellaneous costs associated with managing textbooks. A percent of the balance may be moved from the school account to the Instructional Materials Office budget according to current processes established by the Business and Finance Department.