

of state owned textbooks to the student. The following exceptions may be granted to alleviate extenuating conditions or severe injustice to the student:

1. books destroyed by fire or storm on school property;
2. families receiving Aid to Dependent Children;
3. extenuating conditions that may be known to the principal which are not covered by 1 and/or 2 above.

Items 2 and 3 must be evaluated in light of what the parent may be able to pay. There are conditions in which parents may be able to pay a smaller assessment. When a student has lost, damaged, or destroyed a textbook, an amount as prescribed in Florida Statutes, Chapter 1006.28, 3B, shall be assessed.

E. County standardized textbook adoption for the core courses of mathematics, language arts, social studies, science, reading, and literature in grades K-12 may be viewed at the school site.

F. The district shall develop a Handbook of Instructional Materials Procedures in compliance with Florida Statutes.

(Ref. F.S. 1006.28)(Amended: 08/19/04)

4.46 INSERVICE EDUCATION

- A. The Professional Development Advisory Council shall serve as the self-study committee for Master In-service Plan requirements as well as the advisory body for the Professional Development System.
- B. The Professional Development Advisory Council shall serve as the advisory body over all in-service activities for both instructional and non-instructional personnel and, as well as performing those functions required by Florida Statutes, shall perform the following duties:
 1. Conduct an annual needs assessment of perceived in-service needs in concert with School Improvement and Comprehensive Education Planning. (Ref. F.S. 1012.98)
 2. Analyze Comprehensive Education Plan to glean district-wide in-service needs.

3. Make recommendations to the Superintendent and School Board for what in-service should be required and what should be considered voluntary.
- C. The minimum length of time and in-service points for components in the Master Inservice Plan for which in-service points shall be awarded shall be one (1) hour ~~three (3) hours~~. One (1) clock hour of participation shall equal one (1) in-service point.
 - D. School district employees who operate a motor vehicle in the line of duty shall annually receive in-service training on correct safety belt usage.

(Ref. F.S. 1001.41(2); 1012.98; F.A.C. 6A-5.071(7)(a))(Adopted: 01/08/87; Amended __/__/2021)

4.47 **ADULT AND COMMUNITY EDUCATION**

I. Adult Education (Ref. F.S. 1004.93)

A. Purpose

The School Board shall establish and maintain an Adult General Education Program, which is based on a needs assessment and is designed for basic skills education, secondary education, or lifelong learning pursuant to Florida Statutes and State Board of Education Rules. This program shall be the direct responsibility of the local administrator of Adult and Community Education. Courses and credit requirements for the GED Diploma and Adult General Education Program shall be approved by the Clay County School Board and be incorporated into the Clay County Student Progression Plan.

B. Definition of Adult Students

1. An individual who has reached the maximum compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance; or
2. An individual student of compulsory school age who in the judgment of the School Board may be better served in the program for physical social, or economic reasons;
3. An individual student of compulsory school age who may need the program to accelerate graduation;
4. Any adult resident who desires to further his/her education.