



STILLWATER PUBLIC SCHOOLS

Textbook Accountability Manual

Updated December 2012

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This manual is designed to facilitate the ordering of textbooks, as well as put into place accountability measures that provide for adequate funding, distribution and inventorying of all district owned textbooks. Topics in this manual include:

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Ordering and Transfer Procedures

It is the goal of Stillwater Public Schools (SPS) that all students should receive adequate textbooks and that they are provided in a timely manner. All steps of this process must be followed. To facilitate this goal, the following process will be used.

- Teachers will notify Principals of any need for additional textbooks.
- Principals will work with their Media Assistant to find available textbooks within the district.
- Media Assistants will request all transfers within Destiny. After initiating a transfer request, they will contact the other site(s) **via email** that the request has been entered. A track-it will be entered for the warehouse to physically transfer the books. Once the books are physically transferred, the receiving site will accept the transfer by checking in the books at their site.
- ****PLEASE NOTE: No extra student editions are to be checked out to a teacher. Extra books need to be available in the system for students at other sites.**
- If no books are available for transfer, the Principal or Media Assistant will need to contact the Curriculum Director or District Textbook Coordinator.
- Following the review by the director, the order will be given to the District Textbook Coordinator. At this time, a requisition will be generated.
- Once the requisition has been approved by all parties, the Finance Accountant will process it into a purchase order and place the order with the appropriate vendor.
- Textbooks will arrive at the district warehouse or administration building, depending on the size of the order. Warehouse employees will distribute textbooks to the appropriate site. The Media Assistant will inventory and distribute materials. **All textbooks received at each site must be processed by the media assistant prior to being distributed to a student or teacher.**
- Any discrepancies in orders must be communicated immediately to the District Textbook Coordinator.

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Textbook Loss and Recovery - Student

SPS may hold the parent, guardian, or student responsible for the loss, damage or destruction of textbooks while the textbooks are in the possession of the student.

SPS may withhold the grades or transcripts of the student responsible for damage or loss of textbooks until the parent, guardian, or student has paid for the damage or loss, but shall not prevent the student from graduating, participating in a graduation ceremony, or withhold out-of-district transfer records. When a parent, guardian or student is unable to pay for damage or loss, the school district shall work with the parent, guardian or student to develop an alternative program in lieu of payment.

Textbook Loss and Recovery - Teacher

SPS may hold the teacher responsible for the loss, damage or destruction of textbooks while the textbooks or classroom sets are in the possession of the teacher.

Collecting Funds for Lost or Damaged Books

All funds collected for textbook damage and loss shall be directed to the Administrative Assistant to CFO for deposit into the appropriate fund. All funds shall be receipted at the time of collection from students, parents, guardians, or teachers by the appropriate personnel at the site.

Students who damage a textbook by marking, tearing pages out, or otherwise damaging or defacing a textbook shall be charged a fine at the discretion of the site. **Removal of textbook barcode labels is considered defacing a textbook and will result in a fine.** In the case of textbooks that have been lost or damaged while specifically issued to a given student or teacher, the following charges shall be made:

- For damage to a new or good condition book that makes the book unfit for use – replacement cost
- For lost textbook – replacement cost (a refund may be generated if the book is found and returned)
- For other damages – up to discretion of building administrator
- For late return – may result in a restocking fee up to \$5.00 per book

Payment for lost textbooks is the responsibility of each student or his/her parent/guardian. Any student failing to return textbooks shall forfeit his/her right to free textbooks until the parent or guardian pays for the textbooks previously issued, but not returned. If a student loses the textbook(s) and fails to return, or pay for them, the school shall allow the student to use the textbook(s) at school during the day, but not outside of class or the library.

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Student Responsibilities for Use of Textbooks

Students are issued textbooks according to their schedule or grade level. All textbooks are checked out through the library at the beginning of each course or year. **Students are responsible for any checked-out materials and must follow these guidelines:**

- Ensure proper care and use of all textbooks.
- Return textbooks at the close of the school year, the end of the course, or at the time of withdrawal.
- Reimburse the school for any lost, destroyed, or damaged textbooks issued to that student.
- The students will not be charged for worn-out or consumable workbooks.

Campus Responsibilities

It is the responsibility of each principal or his/her designee to notify the District Textbook Coordinator of any lost/stolen and/or damaged textbooks. The principal or his/her designee must also determine whether the student should be held responsible for loss or willful damage to any textbooks.

If the principal or his/her designee determines that the student is not at fault for loss or damage of textbooks, Textbook Form A along with appropriate documentation (theft, fire, water damage, contagious diseases, etc.) must be submitted to the District Textbook Coordinator within thirty calendar days. At that time, the campus inventory will be adjusted by the District Textbook Coordinator to reflect the loss.

If the campus determines that damage or loss of textbooks is the student's responsibility, the campus must impose fines delineated on page three under the section entitled "Collecting Funds for Lost or Damaged Books".

All funds collected for textbook damage and loss shall be directed to the Administrative Assistant to CFO for deposit into the appropriate fund. All funds shall be receipted at the time of collection from students, parents or guardians by the appropriate personnel at the site.

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Textbook Form A

Date: _____

Name of Student: _____

Class or Course: _____

Title of Book: _____

ISBN: _____

Barcode Number: _____

Reason for Loss or Destruction (attach any appropriate documentation): _____

Signature of Student/Parent

Signature of Teacher

Signature of Media Specialist/Assistant

Signature of Principal