

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.1R1

Effective Date: November 5, 2008

Revised Date: 02/27/14 *Denotes change

Section: Instructional Services

Subject: Textbook Procedures

Related Policy: 4.401 Textbook Selection, Distribution and Care
2.403 Personal Property Sales

I. DEFINITIONS

II. PROCEDURES

I. Textbook Responsibilities

A. Marshall County Board of Education

1. Shall adopt and annually review a policy for textbook selection, distribution and care. *Board Policy 4.401*
2. Ensure that the selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. *Board Policy 4.401*
3. Shall consider and ratify the textbook adoption committee recommendations. *TCA 49-6-2207(c)(f); TCA 49-6-2202(d)*
4. Shall designate the *coordinator of instruction as responsible for the purchases and distribution of textbooks in each school. *Board Policy 4.401*
5. Shall designate the principal of each school as responsible for ensuring that each student receives the required textbooks at no cost to the student. *TCA 49-3-310(1)(A)*
6. Shall approve and periodically review a schedule of fines for damaged books. *Board Policy 4.401*

B. Director of Schools

1. Shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption, including public notice of time and location at which textbooks may be examined. *20 USCA §1232h(a); TCA 49-6-7003*
2. Shall ensure that principals secure a signed agreement from all parents stating they will be responsible for the textbooks received and used by their children.

C. *Coordinator of Instruction

1. Shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. *Board Policy 4.401*
2. Shall serve as chair of the textbook adoption committee and recommend committee members.
3. Shall coordinate all activity with the State Textbook Commission.
4. Is accountable for all state adopted materials charged to the Marshall County Board of Education.

D. *Assistant to Coordinator of Instruction

1. Accept all textbook shipments for the System and report all shipment errors and discrepancies to *Coordinator of Instruction and Accounts Payable.
2. Affix a property label/stamp and/or bar code to each textbook upon receipt.
3. Upon approval of *Coordinator of Instruction, procure new and used textbooks from approved vendors.

4. Distribute all incoming textbooks to the appropriate schools and maintain records of deliveries.
5. Responsible for inventory control of System bookroom at the Central Office, including annual physical inventory of all currently adopted textbooks.
6. Fulfill **Textbook Needs** requests received from principals and approved by *Coordinator of Instruction.
7. Conduct annual physical inventory of bar-coded books at elementary schools using Textbook Tracker program, if possible, and report any discrepancies to principal and *Coordinator of Instruction.
8. **Review Lost/Damaged Textbooks Worksheet** received by principals and replace any lost books using funds collected from the students so the school's inventory remains the same.

E. **Principal/Assistant Principal**

1. Conduct an annual physical inventory in May of all textbooks and teacher editions by completing the appropriate **Individual Elementary Teacher Textbook Inventory Worksheet (K-6)** or the **Secondary Inventory/Needs Worksheet (7-12)**. Textbook Inventory and Needs sheets shall be returned to the Coordinator of Instruction by the end of the **first week of June**.
2. **By second week of May**, have teachers check students' textbooks to be sure they have not been lost or damaged. If you wait until the last few days of school, it will be impossible to find all the lost textbooks or get the money turned in before report cards go out. Please call parents if textbooks are lost or damaged as soon as possible and let them know it is important to have all fines taken care of before the last day of school.
3. Record any monies collected from students for lost/damaged textbooks on **Lost/Damaged Textbook Worksheet**; issue receipt to student; and forward monies (one check made out to the BOE) and Lost/Damaged Textbook Worksheet to Central Office by the end of the first week of June. The System will replace lost books after collecting the funds from the students. Principals should keep a copy of this Worksheet for their records.
4. Principals may or may not require textbooks to be covered.
5. Keep all extra textbooks in a controlled access book room.
6. Complete and sign appropriate **Textbook Needs List request form** and forward to *Coordinator of Instruction when a need for additional textbooks arrives during the school year. **All requests for textbooks shall come from the *Instructional Facilitator/principal *or his/her designee and not from an individual teacher.**
7. The principal/assistant principal or a designee may pick-up requested textbooks at the Central Office.
8. Principals shall be responsible for returning all surplus (out of adoption) textbooks and materials to Central Office. Please call for pre-approval to deliver surplus books to the Central Office due to limited storage space. All textbooks and materials are property of the Marshall County Board of Education and school system employees may not sell or donate any surplus textbooks or materials. ***Use Surplus Textbook Procedures/Surplus Textbook Inventory (attached).**

F. **Teacher**

1. Keep a record of all textbooks issued to you each school year. If you lend textbooks to another teacher please keep a record of this transaction.
2. Conduct periodic textbook checks and notify parent/guardian when a textbook is lost, destroyed, or damaged by a student.
3. Verify the textbook number and condition when a student returns it.
4. Keep secure and in good condition all teacher materials issued.
5. Responsible for paying for any lost or severely damaged teacher materials.

II. **Care of Textbooks**

A. **Ownership**

1. Textbooks are the property of the Board of Education and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. *Board Policy 4.401*
2. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children. *Board Policy 4.401*

B. **Reimbursement Schedule**

1. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books: *Board Policy 4.401*

Age of Book	Amount Collected
0-2 years	100% of replacement cost
3-4 years	75% of replacement cost
5 or more years	50% of replacement cost

*Please contact Assistant to Coordinator of Instruction for the current replacement prices of textbooks.

2. The Board of Education shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. *Board Policy 4.401*
3. If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the parents in writing. *Board Policy 4.401*
4. The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:
 - a) Refusal to issue any additional textbooks until restitution is made; and
 - b) Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made. *Board Policy 4.401*
5. The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages. TCA 49-3-310(1)(B)
6. Monies collected for lost/damaged books shall be retained by the school and forwarded to the Central Office by the end of the first week of June along with a completed Lost/Damaged Textbooks Worksheet. Lost books will be replaced to keep school's inventory the same.
7. Principals are encouraged to use good judgment when levying fines – if marks are minor and can easily be erased or whited out, do it or encourage the students to do it. Below is a suggested damage schedule:

Damages	% of Cost of Book
Torn pages	25%
Damaged cover	25%
Ink or pencil marks	
Minor	\$1.00/page
Major	25%
Defacing of MCSS Barcode	\$5.00
Loose bindings – due to apparent abuse	50%
Minor water damage (no mildew)	50%
Missing pages	100%
Obscenities – drawn or written	100%
Damages that prevent re-issuing books (including any mold or mildew)	100%

III. Surplus Textbooks

- A. Textbooks and materials that are out-of-adoption shall be returned to the Central Office. Please call for pre-approval before delivering old textbooks to the Central Office due to limited space.
- B. The *Coordinator of Instruction and Assistant to Coordinator of Instruction will periodically assess the surplus inventory to determine its condition and re-sale value.
- C. Surplus textbooks (old adoption) will be disposed of via bid procedure, following adoption of new textbooks. *Board Policy 2.403*
- D. Monies collected from the sale of used textbooks will be used exclusively for the purchase of additional textbooks and instructional materials.
- E. Surplus textbooks and materials with little or no resale value will first be offered to the general public at a set time and date to be publicized. This shall be done yearly or every other year, dependent upon the quantity of surplus books on hand. No teacher’s editions will be offered to the general public at anytime.
- F. Any textbooks of no value will be recycled by an approved vendor. Any monies collected from the recycler will be used exclusively for the purchase of additional textbooks and instructional materials.
- G. In an effort to accommodate local homeschoolers, the parents of homeschooled children in Marshall County shall abide by the following guidelines:
 - 1. Parents may select up to eight (8) textbooks and/or workbooks total per homeschooled child per school year from the surplus inventory.
 - 2. No teacher editions will be given away to homeschool parents or the general public.
 - 3. Parents must show proof they are homeschooling their children.
 - 4. Parents must call the *Social Worker in advance to arrange for a time to pick up surplus books.

III. ATTACHMENTS

- *Surplus Textbook Procedures
- *Surplus Textbook Inventory

Signature on File

Jacob Sorrells, Director of Schools