



CUSD Textbook Management Plan

The Compton Unified School District as an agent of the state must prescribe, purchase, and distribute textbooks to all students enrolled in designated classes within the district. The percentage of lost/damaged books each year denotes an urgent need to develop a policy of governing procedures for the distribution, maintenance and recovery of textbooks.

The implementation of established rules and regulations governing procedures will decrease the percentage of textbooks lost/damaged in the district. These procedures shall conform to, but are not necessarily limited to, those procedures established in the Education Code 48904.

A. Site Administrator will:

1. Enforce the use of legally adopted basic and supplementary textbooks in each grade level and subject matter fields.
2. Provide for a centralized inventory record of all textbooks at the school.
3. Provide for effective distribution, collection, and reporting procedures for textbooks and/or funds for damaged or lost textbooks.
4. Designate staff to process and distribute textbooks (i.e. textbook assistant, library assistant, teachers, volunteers and instructional aide).
5. Designate staff to prepare all forms prior to issuance of textbooks. (District Parent Responsibility Form: aligned with EC Section 48904(a)(1)).
6. Schedule a period of time and procedure at your school site for issuance and returning of textbooks of teachers and students.
7. Communicate to all parents/students that lost and/or damaged textbooks must be paid for or the result could be the denial of school activities, which are deemed privileges pursuant to Ed. Code 48904(b)(1). "Any school district whose real or personal property that has been willfully cut, defaced or not returned by the student upon demand, the district is authorized to withhold grades, diplomas and transcripts of the pupil until the pupil's parent or guardian has returned or paid for the damages. When the minor and parent are unable to pay for damages or to return the property, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diplomas and transcripts of the pupil shall be released.
8. Designate staff to collect funds for lost/damaged books and submit to site administrator/designee. Monitor collection process and submit funds collected to the District Textbook Office.



B. The District Textbook Office will:

1. Process all core textbook orders per District Adoptions
2. Coordinate and enforce District Textbook Management Policy.
3. Maintain and train on Destiny Textbook Management System.
4. Maintain and train on Destiny Library Management System.
5. Coordinate semi-monthly meetings with Library/Textbook Assistants.
6. Collect monthly textbook committee meeting minutes.
7. Coordinate semi-monthly textbook checks.
8. Coordinate yearly textbook inventories.
9. Compile and distribute all textbook forms.
10. Record and Collect all textbook monies per school site.
11. Process all student textbook refund request.
12. . Complete annual district textbook accountability report.
13. Cooperate with administrators in soliciting the help of students, parents and community in the careful use and proper return of textbooks.
14. Conduct site library/textbook room checks to assure organization & inventory control.

C. The Library Assistant/Textbook Assistants will:

1. Input/maintain all textbook inventories in Destiny Textbook Management System.
2. Input/maintain all library inventories in Destiny Library Management System.
3. Bar-code all incoming textbooks/instructional materials.
4. Issue/collect all teacher/student textbooks.
5. Coordinate/conduct complete inventory each year in February.
6. Coordinate and monitor monthly book checks replacing all damaged textbooks.
7. In June, pull all textbooks from the classrooms to a centralized area(s) for the June inventory if space allows. In those cases where space does not permit removal of instructional materials, each classroom must be inventoried and secured for the summer.
8. Include as part of the teacher "Clearance process", the return of an accurate list of all textbooks; teachers, guides/aids distributed to designated staff, prior to a teacher's departure from the school.
- 9. Replace/remove from circulation all damaged library or textbooks**
10. Cooperate with administrators in soliciting the help of students, parents and community in the careful use and proper return of textbooks.



D. The Teacher will:

1. Adhere to guidelines for distribution, monitoring and collection of all textbooks.
2. Inventory textbooks in February.
3. Submit a complete inventory to the textbook assistant/site administrator/designee.
4. Return all teachers' guide/aids to the textbook assistant/designated staff
5. Pay for any lost/damaged guides for replacement.
6. Maintain a student textbook list and conduct monthly book checks.
7. Cooperate with administrators in soliciting the help of students, parents and community in the careful use and proper return of textbooks
8. Teachers will not allow students to leave issued textbooks in classrooms.
(Middle/High Schools only)
- 9. As part of the teacher "Clearance process", the return or recheckout of an accurate list of all textbooks; teacher editions distributed to designated staff, prior to a teacher's departure from the school at the end of the school year.**

E. The Students and Parents will:

1. Ensure completion and return of Parent Responsibility form before textbooks will be issued.
2. Secure copy of student textbook issuance form. (Needed to return textbooks at end of year)
3. Identify and record any damages to textbooks prior to leaving textbook office.
4. Check all barcode numbers listed prior to leaving the textbook office.
5. Return textbooks for inspection when requested by the teacher/librarian/designated staff.
6. Pay for damaged or lost library/textbook or forego the opportunity to participate in interscholastic sports; receive report cards, diplomas, transcripts; attend field trips, special programs or extra curricular activities. (Ed. Code Section 48904(a)(1))
7. Account for lost/damaged textbooks prior to the issuance of additional textbooks. In exceptional cases students may be allowed to volunteer to work in lieu of cash payment.
8. Return all textbooks/school property issued during the school year prior to the last day of instruction or upon early check out.
- 9. Keep all textbook receipts for future references.**