



ADMINISTRATIVE PROCEDURE

ISSUANCE AND RETURN OF TEXTBOOKS AND OTHER EDUCATIONAL MATERIALS

6161.1

Procedure No.

January 1, 2009

Date

- I. **PURPOSE:** To provide administrative procedures to be followed when textbooks and other educational materials used by students are not returned, or are returned, in an unsatisfactory condition.
- II. **POLICY:** It is expected that students will return textbooks and other educational materials as were furnished, to appropriate school personnel in a satisfactory condition; or, reimburse the school for damaged textbooks or other similar educational materials; or, reimburse the school for lost textbooks or similar educational materials at the cost of replacement; or, make other satisfactory arrangements with the principal concerning the textbooks or other similar educational materials. (Board Policy 6161)
- III. **BACKGROUND:** Textbooks and other educational materials, which are provided for pupils, are often not returned, or returned in unsatisfactory condition.
- IV. **DEFINITIONS:** The following definitions apply to these procedures:
 - A. **Textbooks and other educational materials:** Textbooks are books issued to a student in a particular course or subject. Other educational materials directly related to instruction include library books and reference books; non-print materials, including films, filmstrips, tapes, slides, pictures and computer software; and equipment, including instruments, recorders, projectors, cameras, physical education locks, and related educational technology.
 - B. **Satisfactory conditions:** Condition of textbooks and other educational materials comparable to that at time of issuance, with allowance for ordinary wear.
 - C. **Appropriate school personnel:** The principal or designee responsible for the issuance and collection of textbooks and other educational materials.
 - D. **Satisfactory arrangements:** Other than (1) returning materials in a satisfactory condition, (2) reimbursing for materials not returned or returned in an unsatisfactory condition rendering them useless, (3) reimbursing for the repair of damaged equipment or for the non-return of equipment, “satisfactory arrangement” between pupils and principals may include:
 1. Agreement by pupil or parent/guardian to reimburse incrementally over an agreed-to period of time.
 2. Acceptance of modified reimbursement because of hardship.



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3. Acceptance of the reason given for non-return or non-payment involving hardship or other special circumstances.
- E. Unique identifier: Any unduplicated combination of numbers and letters as issued by the designated school personnel issuing textbooks and materials.
- V. **PROCEDURES:**
- A. Issuance of Textbooks and Other Educational Materials.
1. Upon receipt of the textbooks and other educational materials at the school, the items are to be inscribed with a unique identifier.
 2. All staff members who issue textbooks will record the book title; ISBN; unique identifier; condition of the book; date issued; and name of student receiving the book.
 3. All staff members who issue other educational materials will record a description of material; age or condition of material; serial number, if relevant; date issued; and name of student receiving the material.
- B. Return of Textbooks and Other Educational Materials.
1. Books and other educational materials will be returned to the same staff member who issued them whenever possible. When the staff member is not available to collect the books and materials, the principal will make other appropriate arrangements and so advise the students.
 2. Non-returned books or other educational materials will be assessed at a replacement cost based on depreciation or age of the non-returned textbook or educational material. Books, materials, and equipment that are new through three years of age will be assessed at 100% of the replacement costs. Books, materials, and equipment that are four years of age or older will be assessed at 75% of the replacement costs. The price list will be available in a central location such as BLACKBOARD.
 3. All staff members who receive returned books or other educational materials will record the RETURNED ITEM(S) as being in satisfactory condition or that the appropriate reimbursement was received for damaged or non-returned books or materials. If a



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student does not make the determined reimbursement at this time, they will be informed by the staff member that their name and the fact of an outstanding, unresolved obligation will be reported to the principal, and their parent will be informed of the outstanding obligation.

C. When Textbooks or Other Educational Materials Fees Are Owed.

The principal is responsible for notifying the student and parent(s)/guardian(s) that the obligation is unresolved. The parent(s)/guardian(s) must be informed that the final report card will not be mailed to the home but must be picked up at the school. The financial obligation is to be satisfied at this time or satisfactory arrangements must be made between the parent(s)/guardian(s) and the principal.

If the student is moving to the next school level or when a transfer occurs, the student's cumulative record including the report card and grades on the SR 2, 3, and 3B card must be transmitted to the receiving school.

1. The student will have until the end of the school year (June 30) to return the item in satisfactory condition, make payment, or make satisfactory arrangements with the principal.
2. If the financial obligation has not been satisfied or arrangements made with the principal by the beginning of the next school year, the student may not participate in non educational extra-curricular activities until the financial obligation has been met.
3. A senior with a financial obligation is not permitted to participate in senior activities such as the prom or graduation ceremonies. As soon as it is determined that a textbook or other educational materials obligation is unmet, written notification will be made to the parent(s)/guardian(s) that the student will not participate unless the obligation is met prior to the time of the activities or events.
4. If a student owes a fee for a textbook or other educational materials and moves to another Prince George's County Public Schools' attendance area, the principal of the sending school informs the receiving school principal of the outstanding obligation. The sending school must send the entire student record. The cumulative record must include grade stickers and the report card. It is then the receiving principal's responsibility to enforce these procedures.



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- D. Student Records Management When Textbooks or Other Educational Materials Fees Are Owed.

Change in Residence

In the event that the student and parent(s)/guardian(s) move during the school year or during the summer and the student enrolls in another school or school system, the appropriate records must be forwarded to the other school upon receipt of a request for records from that school. The transfer card (Form SR-7) must be completed in its entirety to include all grades. A statement will be affixed to the transfer/ withdrawal card noting that the student exited the school with an outstanding obligation that has not been fulfilled.

- VI. **RELATED PROCEDURES AND REGULATIONS:** Administrative Procedure 5121.1, Grading and Reporting for Elementary Schools, Pre-Kindergarten Through Grade Five; Administrative Procedure 5121.2, Grading and Reporting for Secondary Schools, Grade Six Through Twelve; Administrative Procedure 5125, Individual Student School-Based Records; and the Pupil Accounting and School Boundaries Enrollment Manual.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Student Services will be responsible for updating this procedure as required.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes the Administrative Procedure 6161.1, dated May 1, 1995.
- IX. **EFFECTIVE DATE:** January 1, 2009.

Approved by:

William R. Hite

Interim Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12