



## ADMINISTRATIVE PROCEDURE

### AVAILABILITY OF CORE TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR USE IN SCHOOL AND AT HOME

6162

Procedure No.

February 1, 2005

Date

- I. **PURPOSE:** To provide procedures to be followed by schools that define the provision of core textbooks and other instructional materials, the accountability that each school has for these materials and the criteria for replacement of core instructional materials by the Department of Curriculum and Instruction, Textbook Office.
  
- II. **BACKGROUND:** All students should have appropriate textbooks and materials of instruction to support learning in all classes at every grade level and be provided with materials to use for homework and study purposes. The purchase of textbooks in the core curriculum areas was centralized in 1998. System-wide procedures became necessary to insure that core textbooks and related instructional materials would be available to support all students in their educational program. These would include procedures for the inventory of core textbooks and related instructional materials, the reconciliation of the number of books on hand with the number allocated to each school, and the accounting for missing books and compliance with reporting requirements for requesting additional materials.
  
- III. **DEFINITIONS:**
  - A. Core Curriculum Areas are Reading/English Language Arts, Mathematics, Social Studies, Science, Foreign Language and Health.
  
  - B. Core Textbooks and Related Instructional Materials are materials that were purchased centrally in the core curriculum areas through the Textbook Office for each student in each school beginning Fiscal Year 1998.
  
- IV. **PROCEDURES:**
  - A. Assignment: All core textbooks and related instructional materials are the property of Prince George's County Public Schools. These textbooks and other instructional materials are assigned to each school based on the number of students enrolled in a grade level or course at the rate of one book per core curriculum area per student. Teacher materials are assigned to schools at the rate of one set per classroom. The Department of Curriculum and Instruction will reassign core textbooks from one school to another school if and when enrollment changes.
  
  - B. Inventory: Each school is required to complete an inventory at the end of the school year and supply to the Textbook Office an accounting of the textbooks in each building. Schools must reconcile the number of textbooks that were in the building at the beginning of the school year with the number of textbooks in the building at the end of the school year. This



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would include listing the number of books on hand, the number lost by students, the number of textbooks that are not accounted for, the number paid for by students, and the number damaged or worn out. The principal is responsible for the final inventory.

- C. Reimbursement: Any core textbook that is not counted on the inventory or attached to a student's record, whether or not that student has paid for the textbook, shall be presumed lost by the school. By the close of the school year, each core textbook should either be counted on the inventory and placed in a secure place or deemed to be in a student's possession. The student is responsible for paying for any textbook assigned to him or her that is not returned. (See A. P. 6161.1) Core textbooks that are neither in the inventory nor checked out to a student must be accounted for. Reimbursement fees for lost or damaged core textbooks collected by the school must be remitted to the Accounting Office of Prince George's County Public Schools.
- D. Accountability: Each school is accountable for the number of textbooks and related instructional materials supplied by the Textbook Office and is responsible for the number of textbooks listed on the inventory prepared in June. The school must verify and keep records of the number of textbooks reported in June as well as any additional textbooks ordered by the Textbook Office. The school textbook inventory reported in June should equal the number of books on hand in September. Any inventory discrepancy must be thoroughly investigated by the school and the Textbook Office prior to the authorization of replacement textbooks. Any requests for additional textbooks made in the fall must be based only on increased enrollment.
1. Each school is required to complete a core textbook inventory in June. The Textbook Office will conduct a thorough investigation of schools with a loss rate greater than 5% of books on hand in September; schools with unresolved discrepancies will be required to replace core textbooks with school funds.
  2. The principal will be held accountable for the integrity of the textbook inventory and the maintenance of historical records.
  3. Individual teachers are responsible for the return of all teacher resources and materials that are issued to them during the school year.



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4. The teacher checkout process should include verification of the return of these materials. All teacher material must remain at the school site.
- E. Ordering Additional Core Textbooks and Related Instructional Material:
1. In June, each elementary and middle school should supply the Textbook Office with the projected number of students for the next school year and the *Core Textbook Inventory/Order Form*. Each high school core curriculum department should prepare the *Core Textbook Inventory/Order Form*.
  2. New Core Textbook adoptions will be centrally ordered as appropriate.
  3. Replacement of existing core textbooks will be provided for increased enrollment and lost or damaged materials, which are reported on the school inventory in June.
  4. The Textbook Office will maintain a small supply of extra materials to satisfy needs in September. There is no guarantee that core textbook requests made in the fall will be fulfilled.
  5. Additional teacher materials will be provided for each documented additional classroom. If the number of classrooms decreases in any school, the complete set of teacher materials must be returned to the Textbook Office to be reassigned to another school. The Textbook Office will review inventories in the fall of each year; excess materials will be collected for redistribution to other schools.
- V. **RELATED PROCEDURES:** Administrative Procedure 6161, Availability of Textbooks and Instructional Materials and Taking Textbooks Home; Administrative Procedure 6161.1, Issuance and Return of Textbooks and Other Instructional Materials; Administrative Procedure 6163, Transferring Core Textbooks; and Administrative Procedure 6180.1, Evaluation, Selection, and Review of Classroom Instructional Materials.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Curriculum and Instruction and will be updated as appropriate.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6162, dated May 1, 2002.



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VIII. **EFFECTIVE DATE:** February 1, 2005.

Approved by:

André J. Hornsby  
Chief Executive Officer

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