



ADMINISTRATIVE PROCEDURE

TRANSFERRING CORE TEXTBOOKS

6163

Procedure No.

March 10, 2005

Date

- I. **PURPOSE:** To provide procedures for schools for transferring core textbooks, teacher resource materials and supplemental instructional materials among schools to follow enrollment patterns.

- II. **BACKGROUND:** All core textbooks, teacher resource materials, and classroom resource materials are the property of Prince George's County Public Schools. Since 1999, it has been the practice of the Department of Curriculum and Instruction to request schools to return excess materials to the Textbook Office for redistribution to other schools. As new schools open and boundaries are adjusted, more schools will have an excess of instructional materials and textbooks. Traditionally, new textbooks and materials have been purchased for new schools; the number of schools opening may impact this tradition. In order to ensure that all students have equitable educational resources, teacher resource materials must be available to transfer when enrollment decreases by more than one class size, and textbooks must be available to transfer when enrollment decreases by more than ten students.

- III. **DEFINITIONS:**
 - A. Core subject areas: Reading/English Language Arts, Mathematics, Science, Social Studies, Foreign Language and Health.

 - B. Core textbooks: the textbook used in each of these core subject areas. Core textbooks are provided at the rate of one textbook per student per core subject area course.

 - C. Class sets: the total amount of instructional material used in a classroom to teach core subjects. This total includes textbooks, teacher resource materials and supplemental instructional materials that have been provided through the Core Textbook Initiative.

- IV. **PROCEDURES:** On an annual basis, school personnel, with data provided by the Department of Pupil Accounting and School Boundaries, will determine the net effect of boundary changes and new school openings on their enrollment. If enrollment is decreasing, textbooks will be reassigned to another school in the same number as enrollment has decreased.
 - A. If the number of classrooms in any given grade level is reduced, all of the appropriate student and teacher materials for each of the core subjects (Reading/English Language Arts, Mathematics, Social Studies, Foreign Language, Science and Health) for the reduced number of classrooms, will be identified, packed up and labeled by the end of the school year.



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- B. The Textbook Office will provide inventory numbers, assist in identifying materials to be transferred, provide material transfer forms and name the schools that will receive the materials, using the material transfer process. The warehouse truck drivers shall participate in the process by moving identified materials from the sending school to the receiving school or returning the materials to the warehouse for redistribution.
- C. Schools that receive redistributed materials shall inventory each box and sign off on the material transfer form that indicates the contents of each box. Schools are responsible for these materials.
- D. The Textbook Office will provide each school with a checklist of materials that will be transferred with textbooks.
- E. The Regional Assistant Superintendents will work with each school to facilitate the transfer and receipt of textbooks and materials.
- F. The total number of classroom reductions should be provided by the principals to the Textbook Office and the Regional Assistant Superintendent's office as soon as possible, but no later than June 1 of each year.
- G. The Textbook Office will provide step-by-step directions to each affected school and will work with that school's principal and staff to answer questions and accommodate last-minute changes.
- H. Each new school should implement the Textbook Inventory Program, which would provide electronic tracking of textbooks with the school. The bar code labels can be obtained from the Textbook Office.
- 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 6162, Availability of Core Textbooks and Instructional Materials for Use in School and at Home; 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 Division of Academics and will be updated as appropriate.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6163, dated May 1, 2002.
- VIII. **EFFECTIVE DATE:** March 10, 2005

Approved by:
André J. Hornsby
Chief Executive Officer

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