

Sample LEA/Charter Elementary, Middle and High Schools Textbook Replacement Procedures

School/LEA/Charter Adopted Traditional Materials

All textbooks have been prioritized based on the requirement of the instructional program and *Williams* Settlement requirements.

- Priority I Standards-aligned Textbook or Instructional Materials for Core Courses**
- Priority II Text or Instructional Materials for Non-standards-based/Elective Courses**
- Priority III Supplemental Instructional Materials, Books, Novel Sets**

Step 1

The Elementary Administrators, MS and HS Library Media Teachers and the Director of Curriculum meet in the spring to determine the instructional material needs for the next school year. Priority I textbooks needs are determined first. Need is determined by the proposed master schedule for each site, projected enrollment, and textbooks currently available at the site. All Priority I books are determined on a one-to-one basis. Some subjects at the secondary level also use a class set.

Step 2

Once the number of books that are needed for the new school year is determined, each school evaluates their current textbook resources to determine any shortage or surplus for all of the titles. All shortages are determined, as a district, and orders are placed for replacement books. Purchase orders and distribution information are kept at the TRC for all Priority I books. Once Priority I books are ordered and sufficiency is determined, other book needs are considered first within the Priority II titles, and then Priority III titles.

Step 3

Textbooks are received at the District Warehouse and shipped to the schools. Often books are ordered based on the needs of the District as a whole, and then distributed to the schools based on the latest enrollment count. Each of the middle and high schools are encouraged to have a 5% - 10% textbook cushion for enrollment changes and lost books during the year. All inventory information is kept at each site. The TRC has access to the textbook inventory for all schools via the Textbook Management Destiny program.

Step 4

Site survey and Public Hearings are held during the first eight weeks of school. If any shortages surface, site library personnel and the Director of Curriculum verify the need and order the necessary materials.

Sample modeled after Rialto Unified School District's Textbook Replacement Procedures

Step 5

The Library Media Teachers and Director of Curriculum meet on a monthly basis to review any textbook needs and to share any surplus resources as enrollment warrants.

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