



## Overview of Textbook Accountability Procedures

These are the guidelines and processes to follow regarding textbook accountability:

**All matters to do with overdue instructional materials, fines or fees charged to a student**, including cash and check payments of fines, as well as disputes regarding student fines, **are to be handled at the building level by building administrators**.

- If a fine is being paid by a credit card please have the parent contact the business office at 253-841-8623.
- To assist students and schools with the turning in/collection of overdue materials once the school year has ended, the district office will have three days, all Tuesdays, July 9<sup>th</sup>, July 16<sup>th</sup>, and July 23<sup>rd</sup>, when all overdue instructional materials and library books can be brought to the district office. All materials will be checked in to their respective school and shipped back to the schools for use in the fall.
- The deadline for textbook returns for fine deletion at the district level will be July 23, 2019. This deadline is in place because the district must order, receive, and barcode all textbooks before the beginning of the school year for our incoming students.
- After July 23, 2019 new replacement textbooks will be ordered by the district and the student owes the replacement cost of the book. When collected, this replacement cost money (fine) will be deposited in your building's textbook accountability budget. Each building has been allocated a budget, with a one-time deposit from the Instructional Materials budget, for textbook accountability.
- **All office managers have their own budget code to input the fines collected during the school year.**

Textbooks that are returned after the district summer deadline of July 23, 2019 will be owned by the student. Building administrators may elect to take the textbook back and/or waive the fine after the district summer deadline of July 23, 2019, however, the waived fine (cost of the replacement book) will come out of their own building textbook accountability budget—not the district budget.

The building textbook accountability budget cannot be accessed by building administrators as it is managed at the district level. However, each building will receive a notice of how much money they have in their textbook accountability budget during the school year and when requested by the building administrator, office manager, or bookkeeper. If the building textbook accountability budget is depleted, the building budget will be used for paying for replacement textbooks.

Students with outstanding fines may be excluded from attending the Senior Ball, 9<sup>th</sup> grade dance, or elementary field day per building administrator decision as noted in the Rights and Responsibilities part of the student handbook for 2018-2019: *Rights and Responsibilities Handbook 2018-2019 under Instructional Materials: Students will be held accountable for returning textbooks and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, and other assigned instructional materials no later than the third Tuesday in July each year. The District would accept any items after this date but will require students to pay for the item because new instructional materials will have already been purchased. Elementary students may be required to pay for these items prior to their participation in the elementary field day and junior high students may be required to pay for these items prior to participation in the 9th grade dance. High School students may be required to pay for these items prior to participation in Senior Ball.* *Rights and Responsibilities Handbook 2018-2019 under Ninth Grade Dance: All fees, fines and disciplinary issues must be cleared prior to the dance.*

**\*\*\*Textbook accountability processes specific to elementary and secondary levels are posted in the section of "Instructional Materials" under "Instructional Leadership" on the district's website. Please share this information with your office managers, librarians, and bookkeepers.\*\*\***