

Elementary Textbook Accountability Notification

Textbook Accountability Notification for Elementary Principals, Office Managers, and Librarians:

As part of the district's textbook accountability process, there are important end of the year steps to follow regarding textbook inventory, lost instructional materials, notification, and bookkeeping.

1] Teachers need to give librarians a list of textbooks that have not been returned by students by June 18, 2019 (Tuesday). Librarians will then need to mark the textbook as lost in Destiny for a fine to be assessed by June 20 (Thursday). Librarians will provide each student who has not returned instructional materials with a Destiny notice listing the lost item(s) and potential fine if not returned by June 25 (Tuesday). In addition, the district will provide paper copies with the message from #3 on colored paper. Librarians are to staple this message to the Destiny notice and distribute to students.

2] While we want all students to return 'lost' or missing items to their school prior to June 25, the drop dead date for students to be able to return items without being assessed a fine is Tuesday, July 23. If students are still listed as owing a fine after the June 25 date, they may turn in the missing item at ESC by the July 23 deadline. After July 23, we will consider the item lost, and charge students for that item even if they bring the item back after that date. This is due to the fact that we must complete our annual orders in a timely manner and replace all items lost under the current fiscal year, receive the new items, get them barcoded and inventoried, and out to schools prior to the start of the school year.

3] On June 20, parents of any student still listed as missing a textbook or other instructional item will receive an email through Destiny with the following message (this is performed by the librarian):

The last date students can return items without being assessed a fine is Tuesday, July 23. Your child is currently listed as owing a fine for a textbook or other instructional item. Please return the missing item to your child's school by June 25. After June 25, students can return instructional materials to ESC, 302 2nd St SE, Puyallup, WA 98372 on the following dates:

Tuesday, July 9 during the hours of 8:00am-5:00pm

Tuesday, July 16 during the hours of 9:00am-6:00pm

Tuesday, July 23 during the hours of 8:00am-5:00pm

All materials must be received by the July 23 deadline. After July 23, we will consider the item lost, and charge students for that item even if they bring the item back after that date. This is due to the fact that we must complete our annual orders in a timely manner and replace all items lost under the current fiscal year, receive the new items, get them barcoded and inventoried, and delivered to schools prior to the start of the school year.

4] After July 31, all Destiny missing items will be changed to fines and migrated to the eSchoolsPlus student files. From there, office managers and librarians can access those who owe fines in eSchoolPlus. Until July 31, office managers will need to check both eSchoolPlus and Destiny for fines and apply paid fines in Destiny.

5] As our school year ends we realize many of our teachers are retiring, moving grade levels, or transferring to new schools. We know this involves a lot of movement of materials and want to help ease the transition of instructional materials. Provided below are steps that will need to be taken for district instructional materials that you currently have. Please take time to follow the below steps to ensure the teachers coming in after you will have all of the materials they need to start the school year successfully.

Retiring or Transferring to new school

All district purchased instructional materials in your classroom are to remain at the school where they are currently located. Materials are not to be moved to a new school. All instructional materials are inventoried for the school they are in and need to remain in the school for the teacher who will be coming into your class when you leave.

All barcoded materials in your classroom will need to be checked in via Destiny to ensure everything is accounted for in order to transfer to the new teacher.

(Skip this step for 2019/20 – new 2nd edition Bridges kits are being distributed for the 2019/20 school year). If you are a K-5 teacher you will need to inventory your Bridges/Number Corner kits to identify any missing items to be replaced. Inventory forms can be found [here](#).

If you are a K-1 teacher you will need to inventory your Read Well kits to ensure all items in the kits are accounted for. Inventory forms can be found [here](#).

Once teachers have completed their inventory [form](#), if replacement materials are needed, they are to email, or send through the courier to IMPC, the completed form to Lori Miller (IMPC Specialist) to request items that are missing in the kit.

Moving Grade Levels (within the same building)

All barcoded materials in your classroom will need to be checked in via Destiny to ensure everything is accounted for in order to transfer to the new teacher.

(Skip this step for 2019/20 – new 2nd edition Bridges kits are being distributed for the 2019/20 school year). If you are a K-5 teacher you will need to inventory your Bridges/Number Corner kits to identify any missing items to be replaced. Inventory forms can be found [here](#).

If you are a K-1 teacher you will need to inventory your Read Well kits to ensure all items in the kits are accounted for. Inventory forms can be found [here](#).

Once teachers have completed their inventory [form](#), they are to email, or send through the courier to IMPC, a completed form to Lori Miller (IMPC Specialist) to request items that are missing in their inventory.

Teacher materials at your new grade level will need to be checked out to you via Destiny.