

## Secondary Textbook Accountability Notification

### **Textbook Accountability Notification for Secondary Principals, Office Managers, Bookkeepers, and Librarians:**

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

**1]** Librarians will use the email feature in Destiny to send out a generic email reminder to all parents/students who are listed as owing a textbook or other instructional material items. It is at the discretion of the building whether individual reports are generated for students who are owing a book or instructional materials.

**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 the missing item in at ESC, on the dates listed below only, 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 because 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 into 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 additional email through Destiny with the following message (this is performed by librarian):

The last date students can return items without being assessed a fine is Tuesday, July 23. Your child is currently listed as having a textbook or other instructional item(s) checked out. Please return the item to your child's school by June 25.

After June 25, students can return instructional materials to Lori Miller at ESC (302 2<sup>nd</sup> 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 because we must complete our annual orders in a timely manner and replace all items lost under the current fiscal year and receive the new items, have them barcoded and inventoried, and out into schools prior to the start of the following school year.***

**4]** Bookkeepers will log in to Destiny (**not eSchool**) and print a report listing items missing/lost from the library check-in and use that list to assess/collect fines.

**For seniors whose scheduled last day is June 14:** All materials must be received by the librarian prior to withdrawal. All fines related to lost or missing textbooks or instructional items must be paid prior to graduation.

**For students in grades 7-11:** 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.

**5]** For those teachers retiring, teaching a different subject, or transferring schools, see the information below:

**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 teacher 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. Student materials do not need to be checked in.

**Teaching New Subjects (within the same building)**

All barcoded teacher materials in your classroom that will not be used next year need to be checked in via Destiny to ensure everything is accounted for in order to transfer to the new teacher.

Teacher materials for any new classes you are scheduled to teach will need to be checked out to you via Destiny from the library

**6]** After July 31, all Destiny missing items will be changed to fines and migrated to the eSchools Plus student files. From there, office managers and librarians can access those who owe fines.