

# Textbook Policy

## Textbook Adoption

Textbooks will be adopted as determined by the Kentucky Department of Education and Madison County Board of Education. Lead Teachers will coordinate the process of

- securing samples from textbook companies,
- distributing samples to department members,
- determining selection criteria (with department input) based on Core Content and Program of Studies requirements,
- scheduling meetings with textbook representatives,
- facilitating department discussions, and
- communicating final decisions/ specific order information to principal/designee by June 1<sup>st</sup>.

In the event that a department can not come to a consensus, the final decision will be made by the principal.

## Unused Textbooks

Once new textbooks are adopted or a title is no longer being used due to curriculum changes, the lead teacher should notify the principal/designee of the books' location. The principal/designee will contact used book companies which will buy the unused textbooks in June of each year. Teachers may want to keep copies of older textbooks for reference in their classrooms but limited space eliminates the book room as storage for books not under current adoption.

## Textbook Management

Each classroom teacher will issue textbooks to students through the Textbook Tracker system. Instructions for checking books in and out are available electronically from the textbook coordinator. Extra copies may be taken from the book room or by contacting the principal/designee by email. Extra textbooks should not be kept in classrooms but should be returned to the table in the front section of the book room. Copies will be returned to the shelves ONLY by the principal/designee. Students enrolling after the classroom teacher has issued textbooks will receive their books from the principal/designee or the guidance office.

## Textbook Charges

Charges for damage to textbooks will be assessed by the classroom teacher based on the severity of the damage. These charges should be sent by email to the Finance Office.

Charges for lost textbooks are included in the "Item Details" in Textbook Tracker and will be transferred to the students' accounts at the end of each school year. A list will be run by the principal/designee during the last week of school to help senior teachers/ advisors notify graduates of any charges which must be paid before graduation.

Underclassmen will receive statements of their accounts periodically during each school year.

If a student loses a book during the school year, he must see the principal/designee to receive another. If the first book is found before the end of the school year, the book will simply be checked back through Textbook Tracker to delete the charge from the student's record. However, if a book is found after the Textbook Tracker records have been transferred to the student's school account, a \$5.00 fee will be assessed.

Adopted: 2-19-08

Amended: 11-15-11

Chairperson Signature: \_\_\_\_\_