



DISTRICT TEXTBOOK PROCEDURES

Created by Mary K. Poeck, District Library Media Services

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I.

Overview of Textbook Processes by Month:

AUGUST-SEPTEMBER

- Process new textbooks (**Library Media Technicians & Textbook processors/Clerks**) – Section V.
- Weed old textbooks – damaged beyond use and those replaced by new adoptions – Section V, # 4.)
- Receive master schedule from **counseling** one week ahead of school starting if available.
- **All secondary principals** – First Teacher duty day: Announce to all teachers, in written and oral form, the importance of having a textbook checked out to every student! New teachers hired after this date will be informed of this policy on their first duty day (See Williams – Section VI)
- **Library Media Technicians** check and update teacher data in Destiny textbook check-out system and contact District Library Services for date that student data download is needed (especially those middle schools checking out textbooks during orientation).
- Distribution of Textbooks (**Library Media Technicians need extra help for this function the first one to three weeks of school**) – Section VIII
- **Finance Clerks/Office Managers** – September 15 print an accounting report for lost textbook funds collected and submit a request for check to reimburse the District for these funds.

OCTOBER

- Complete update of Destiny teacher/class/student data from schedule changes received from counseling.
- **New Course Offerings**
 - **Submit by October 15**
- First billing for lost textbooks/overdue library books sent home

NOVEMBER

- New Course Offerings continued
 - **Receive Board approval by November 1**
- **Decide on new adoptions to be considered and new courses being offered**
 - Select Textbook Review Committees & begin process
 - Have sample textbooks sent to review by December 1.

DECEMBER/JANUARY

- **Finance Clerks/Office Managers** – December 15 print an accounting report for lost textbook funds collected and submit a request for check to reimburse the District for these funds.
- Distribute textbooks for second semester & submit reorder for any shortages.
- Continue textbook review committee work for adoptions

FEBRUARY

- Have projected enrollments for schools
- **Counselors** have course catalog ready for presentations Feb. 1
- **Counselors** begin presentations to middle schools

- Submit to the Board textbook adoption recommendations and new course textbooks along with the list of textbooks that will be removed/withdrawn as a result of the adoptions (to be approved by mid-February).
- Second billing for lost textbooks/overdue library books sent home.

MARCH

- **Finance Clerks/Office Managers** – March 15 print an accounting report for lost textbook funds collected and submit a request for check to reimbursement District for these funds.
- **Counselors** finalize class presentations and schedule selections at both middle and high schools
- **Order New Adoptions** - See section III, # 5 and Addendum E.

APRIL

- Master schedule – initial projection by 2nd week of April – teacher assignment by April 19.
- Compile textbook re-orders for the following school year – See Section IV

****PLEASE NOTE: HAVE CUSTODIAN STAFF DEEP CLEAN ALL LIBRARIES DURING SPRING BREAK AS IT IS NOT POSSIBLE TO CLEAN THEM OVER THE SUMMER DUE TO TEXTBOOK STORAGE ISSUES.**

MAY

- Begin processing textbook adoptions as they arrive.
- Prepare for year-end textbook collection. – See Section X.

JUNE

- **Finance Clerks/Office Managers** – June 15 print an accounting report for lost textbook funds collected and submit a request for check to reimburse District for these funds.
- Collect textbooks last two weeks of school – See Section XI.
- Update inventory with “accurate” figures and review District textbook numbers to be sure they are adequate – begin to prepare textbook order if necessary (See **Addendum F** for example of worksheets used for reorders).
- High Schools & Middle Schools where summer programs are being offered – prepare for textbook distribution.

JULY

- Submit reorder requisitions by July 1 at the latest.

II. Description of Textbook Management System – Destiny/Follett

1. In April of 2006 the District upgraded all secondary libraries from Follett’s Textlink/Circulation & Catalog Plus software to Follett’s new web-based Destiny product. The advantages of this upgrade are:
 - i. Textbook inventory at all sites is viewable by designated Destiny administrators.
 - ii. Destiny’s textbook management features provide district-wide reports.
 - iii. As a centralized system, all technical management of the system is done from the District Office by the Technology Department.
 1. Student data is loaded centrally for all schools with a daily patron update.

2. Upgrades to Destiny are handled centrally by the Technology Department.
3. Backups to the system are done automatically.
- iv. The software has good reviews – being used by 500 districts. Those close to us include: Fairfield, Stockton, Pleasanton, Elk Grove (Sacramento), Fresno, and Oakland school districts.
- v. Destiny has the ability to pass information, such as fines, on to Aeries.
- vi. As a web-based program, Destiny allows classrooms with internet access to the school library's card catalog to check the status of books.
- vii. Destiny has the capability to provide home access to student textbook check-out status and the library card catalog once the Technology Department allows this.

III. Textbook Adoption & Disposal Processes

1. Committees are formed in November-January for curriculum areas adopting textbooks the following school year. Timing depends on the State adoption announcements and District finances.
2. The Committee process and procedures for reviewing the textbooks and making the final decision is outlined by the State in great detail. That information is available at: <http://www.cde.ca.gov/be/pn/im/documents/info-cib-cfir-jun06item01.doc> (see **Addendum A** for a brief overview & the SDE adoption schedule).
3. Selected textbooks are presented to the Governing Board for approval by February 15, if possible, following the procedure below:
 - i. Ten working days prior to the Board meeting at which the Textbook Adoption Resolution is presented, a Public Notice must appear in the local newspaper and posters of this Notice placed in three prominent locations in the District, one at the District office and two at District school sites (see **Addendum B** for an example of such a notice). The office of the Assistant Superintendent of Curriculum, Instruction and Student Support (CISS) will contact the local newspaper **at least one** week before the notice is to appear to make the arrangements and payment. District Library Media Services will post the Public Notice within the District.
 - ii. District Library Media Services will complete the Textbook Adoption Board Agenda Item (see **Addendum C**) and submit it to the Superintendent's Administrative Assistant for placement on the agenda by noon seven working days prior to the Board Meeting.
 - iii. The Director of Elementary Education, the Director of Secondary Education, and/or the District Coordinator of Library Media Services will present the Adoption recommendation to the Board, open the Public Forum and answer any questions. The Board will vote.
4. With the approval of the new textbooks, the old textbooks are retained for the summer school program and then are removed from the Destiny Textbook Manager software and physically from our sites, usually in August. (See **Addendum D** for details of "Textbook Disposal Procedures" and a copy of the "Disposal of Surplus Property Request Form.")
5. The newly approved adoption is ordered for all affected schools, using District compiled enrollment projections and a 10% - 15% cushion to allow for increased enrollment and/or loss and damage through the duration of the adoption. It should be submitted by beginning March if at all possible. Also order additional teacher's editions (TE's) and teacher resources (TR's) if necessary to provide for Special Education teachers. Separate budget object codes are used for K – 8 (4112) and 9-12 (4113). (See **Addendum E**).

IV. Textbook Ordering

1. See above, Section V, # 5 for the new adoption textbook ordering process.
2. Reorder of consumables will be done by the District Library Media Services office by the end of April (See **Addendum G** – K-5 consumables, 6-8 consumables, and 9-12 consumables).
3. Upon completion of each secondary school's preliminary master schedule (mid-end April/May), a copy will be given to District Library Media Services so textbook inventories can be verified and reorders for textbooks currently being used are projected and placed, when feasible.
4. Once the textbooks are checked in at the end of school (mid June) District Library Media Services will produce reports out of Destiny indicating the number of available textbooks. To complete the reorders, projected enrollment figures are used as well as the preliminary master schedules from all secondary schools so that adequate numbers of textbooks, as much as possible, are ordered, delivered, processed, and available at the beginning of the school year. A spreadsheet is created (see **Addendum F**) to compare projected enrollment needs to current inventory. Total books available at all school sites are considered before actual orders are placed.
5. The reorders for currently used textbooks are submitted no later than July 1, once the Finance Department has closed the previous school year's fiscal year. Typically the requisitions are completed and submitted in Financial 2000 by District Library Media Services. The requisitions then go through the approval path until they reach the Purchasing Department where they are processed into P.O.s and faxed to the vendor for processing and shipping. This process can take up to a month due to the sporadic availability of those in the approval path. Used textbook vendors are checked first for textbook availability to reduce costs. They are notified to hold needed textbook inventory, to ship upon receipt of the P.O. For textbooks not available through used book vendors, publishing vendors are used.
6. Textbook orders for K-5 are delivered to the District Warehouse for receiving on the packing slips. The Stores crew then delivers these shipments to the respective school sites where orders are verified against the P.O.'s. Grades 6-12 orders are delivered directly to school sites.
7. Upon returning to work beginning August, District Library Media Services reviews the updated enrollment projections and master schedules (when available) to compare these to the spread sheet and reorders that were completed in June. If there are discrepancies, another order for textbooks will be initiated at that time. Also, as the textbook checkout process continues at each site, **Library Media Technicians** contact District Library Media Services by phone or email of textbook shortages at their site. The District will first check other school sites for the availability of the textbooks. If there are no surplus textbooks in the district, a reorder will be initiated to meet the shortage.

V. Textbook Receiving & Processing in Libraries

1. Verification of packing slips – **Library Media Technicians** will use a copy of the original purchase order (P.O.) *sent to them by Purchasing or the District Library Media Services Department* and a copy of the original order form provided by the District Library Media Services, *or other persons who have placed Instructional Materials orders that need processing by libraries*, to verify that all ordered materials have been received.
2. Payment of Purchase Orders (P.O.s) – **Library Media Technicians** notify the District Library Media Services Office that P.O.'s are complete either by email or telephone call.

The District Library Media Services will electronically “receive” the P.O.’s in Financial 2000 and make a notation “Received” + the date on a copy of the P.O. which is then filed for the auditors. Budget coding is also verified at this time to be sure the correct object code has been used (4112 for K-8 or 4113 for 9-12 (see **Addendum E**). The District Library Media Services Department follows up on all open P.O.’s until they are received in Financial 2000.

3. Processing Textbooks

- i. All textbooks will be stamped with the school’s name, address, and telephone number on the front and back covers of each new textbook.
- ii. When possible, textbook barcodes will be placed on the spine of each textbook, one inch from the bottom of the book.
- iii. The District Library Media Technician will catalog all newly adopted instructional materials into the Destiny database so that uniformity is maintained between schools.
- iv. The Library Media Technicians/Textbook Processors will complete the data entry for their respective schools by entering into Destiny the barcode ranges for each new title. **IMPORTANT: all the teacher editions (TEs) and teacher resources (TRs) to be used for each new title will be cataloged under the “supplements” tab for that title. TE’s will go under “Teacher’s Ed.” and all other resources will go under “Resource Kit.”**

4. Weeding Textbooks (replaced by adoptions or damaged beyond further use)

- i. Remove from electronic inventory (Destiny), maintaining only those titles with attached book bills.
- ii. A consent item is presented for approval to dispose of surplus textbooks after each adoption or at year-end in a list (see **Addendum D** & Section III for textbook complete textbook disposal process).

VI. **Williams Act Legislation and District Process**

1. Overview: In August 2004, the state of California agreed to settle *Williams v. California*, a landmark civil rights case brought by Eliezer Williams, which challenged the state to ensure quality learning conditions for millions of low-income students of color. . . . The *Williams* case pointed out that there are many teachers without enough training in the schools, and that many classrooms do not have enough textbooks. It also pointed out that many school buildings and facilities are over-crowded, in bad condition, and are dangerous and unhealthy for students. (Excerpts taken from UCLS/IDEA *Williams Versus California* pamphlet, UCLA’s Institute for Democracy, Education, & Access ©2004.) For further clarification see footnote below: 1
2. Process: Each year, officials from the county in California will visit the schools with the greatest need (measured by those with the lowest test scores) to make sure that:
 - i. There are enough textbooks and learning materials;
 - ii. Buildings are safe and in good condition; and

1 Go to <http://www.cde.ca.gov/ci/cr/cf/williamsimfaq.asp> for the frequently asked questions referring to the Williams Settlement Legislation. See specifically #2: “What does a local governing board of education need to do to comply with the new law related to instructional materials? All districts must hold a public hearing by the eighth week of the school year to make a determination through a resolution that every pupil has sufficient textbooks or instructional materials in the four core areas of reading/language arts, mathematics, science, and history-social science. The **governing board must also make a written determination as to** whether there are sufficient health and foreign language textbooks for every pupil enrolled, and **the** availability of science laboratory equipment for grades 9 – 12.”

- iii. Teachers have appropriate training to teach the students in their classes.
- 3. District Procedures Related to Textbooks & Williams audits:
 - i. Teachers and staff are informed about this process during teacher/staff orientation days at the beginning of school
 - ii. Textbooks are distributed to every child in all core subject areas, world languages, health, and any other text dependent courses. The legislation states that students need access to the textbook at home and at school, but does **not** require class sets of textbooks in addition to a book for every child. Our District policy does **not** support the additional cost of class sets of textbooks. This means that teachers must require students to bring their textbooks to class daily. *Williams* auditors look for these textbooks in class and will note on their findings when students are without a textbook in class.
 - iii. After textbook distribution (first two weeks of school), **Teachers** are asked to sign a certification sheet indicating that all students in their classes have a textbook available in the classroom (elementary K-5) or have been issued a textbook (secondary 6 – 12). **Important: Teachers** should write down barcode numbers of textbooks on their roll sheets as students check them out or do this during the first days of school while they are orienting students (see **Addendum H**).
 - iv. These signed certification sheets are collected by District Library Services and serve two purposes:
 - 1. To certify for Williams that we have met their requirements.
 - 2. To serve as documentation for the “Resolution of Textbook Sufficiency” the School Board approves which qualifies the District to receive Instructional Materials Funds from the State. See Education codes 60119 and 60422 2
 - v. The Solano County Office of Education visits the District’s designated “*Williams* audit” schools after extensive forms have been completed and submitted by the District. The compliance binders are due prior to the first visits which occur within the first month of school – a schedule of visits is provided by the County. **Note:** ALL schools come under the *Williams Act* but only certain schools are audited.

VII. Textbook Distribution – Elementary

- 1. Beginning of the Year
 - i. **Textbook Processor/Clerk** checks that all returning teachers have adequate core textbooks (English Language Arts, Math, Science, Social Studies) for each student.
 - ii. **Textbook Processor/Clerk** checks out core textbooks and teacher materials to all new teachers after entering them as a patron in the Destiny Textbook Management System.
- 2. Newly Enrolled Students
 - i. Teachers will notify the **Textbook Processor/Clerk** about any textbooks needs that occur as new students enroll or class changes take place. The **District Library Media Technician** will provide textbooks and other materials from the

2 Education Code 60119: <http://www.cde.ca.gov/ci/cr/cf/textedcod60119.asp>

Education Code 60422 <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAIISdocID=97973616421+0+0+0&WAIISaction=retrieve>

elementary textbook warehouse, another elementary site with extra textbooks, or place an order for additional textbooks if none are available within the District.

3. Textbook Certification Process

- i. At the beginning of the 3rd week of school, forms will be distributed by each site's administration to certify that all students have access to all core textbooks. These forms will be completed and signed by **Teachers** and collected by the District Library Media Department to be compiled and stored with the CISS Department at the District Office (see **Addendum N**).

4. Year-end Inventory Monitoring

- i. The **Textbook Processor/Clerk** will print-out an inventory sheet for each teacher from Destiny indicating all textbooks and teacher materials that have been checked out to them. They will use this to check inventory with each teacher and then mark as lost any books that are no longer available or usable.
- ii. In some cases, students may be charged for damaged or lost textbooks. The cost of the book is indicated in Destiny where a bill can be generated. The **Office Manager** of each site will collect these funds and return them to the District Finance Department to be placed in the proper account – See Section X for further details.

VIII. Textbook Distribution – Secondary

1. Beginning of the year

- i. Completed master schedules will be available on Aeries to District Library Media Services. Any changes from the preliminary schedule will be noted and additional textbooks ordered if needed.
- ii. **Library Media Technicians** will also receive a copy of the master schedule to double check textbook inventory.
- iii. **Library Media Technicians** will adjust the Destiny textbook due dates for the new calendar year, making the new school year the default. The high schools will also set-up due dates for semester classes, such as government and economics, so at check out for these classes, the semester due dates will be used.
- iv. Some Middle Schools will begin checking out textbooks during their late summer orientation days.
- v. **Student ID cards will be issued to all students on or before the first day of school.** The student ID will contain the student's picture, school ID number, and a barcode. This serves two important functions: proper identification of all students for school safety, and speed for textbook check-out. (If ID cards are not available the 1st day of school, barcodes will be placed on students' schedules to facilitate the check-out process.)
- vi. All new students will receive their student ID card upon registering. **(It is recommended that all schools should have a student ID card machine in the counseling office or wherever new students register so they have an ID card upon registration.)**
- vii. During the textbook distribution process, **Library Media Technicians** are to immediately report any textbooks shortages to District Library Media Services so that required textbooks can be either transferred from another school or ordered.
- viii. **District Library Media Services** will place orders in Financial 2000 to provide textbooks for any shortages and will keep a running spread sheet of these orders for accounting purposes.

- ix. **Library Media Technicians** will check-out class sets of textbooks to all teachers requesting them before school begins. (This will allow all curriculum instruction to begin immediately in textbook dependent classes during the textbook distribution process). The **Library Media Technicians, with administrative approval**, will then set up a schedule for all classes to be brought to the library to check-out textbooks during the first full week of school. The following subject and grade order are suggested:
 - 1. Intervention & strategic literature/language arts and math classes, grades 6 - 10
 - 2. All literature/language arts classes 6 – 12
 - 3. All mathematics classes 6 – 12
 - 4. All science classes, 6 – 12
 - 5. All social studies classes, 6 – 12
 - 6. All world language classes, 6 – 12
- x. The following will be given to teachers for textbook distribution:
 - 1. Directions for Teachers for Textbook Distribution (**Addendum H**)
 - 2. Textbook Management Hints for Teachers (**Addendum I**)
- xi. Also used during textbook distribution are the following documents:
 - 1. Student-Parent Textbook Contract. It is suggested that this be placed in the Student Handbook (**Addendum J**).
 - 2. Insert for all textbooks -- to be used by all Library Media Technicians (**Addendum K**).
- 2. Students absent for textbook check-out: Students absent during their classes' scheduled textbook check-out at the beginning of the year will be sent with their ID card to the library with a textbook request slip. Because the library is continually busy checking out books to scheduled classes, **Teachers** are encouraged to send students at the beginning or end of periods. Students may take longer as they may have to wait for a class scheduled to check-out books. The information in **Addendum L** will be distributed to all teachers so they can follow this procedure easily:
- 3. Changes in Student Schedules:
 - i. **First two weeks of school: Counselors** will tell students to report to the library before school, during lunch, or after school to return/change textbook status with teacher/period.
 - ii. **After first two weeks of school: Counselors** will have students go directly to the library with a copy of their schedule change. Textbooks will be returned, reissued, or issued.
 - iii. **Collapsed and/or new classes:** When the master schedule is changed by adding or collapsing a complete class, the **Counseling Department** will inform the Library Media Technicians immediately of that change. New classes will be scheduled to come to the library to reissue textbooks if necessary.
- 4. Newly enrolled Students – (Revised 10-29-07)
 - i. **Library Media Technicians** will request the first of monthly reports listing new students who enrolled from the second day of school to the current date. The **Library Media Technician** will verify in Destiny that each of these new students has been issued textbooks for all of their classes requiring textbooks.
 - ii. **After first two weeks of school: the Registrar/Counselors** will have new students escorted directly to the library to be issued all textbooks. Once a month the **Library Media Technician** will ask for reports from the registrar listing all new students. This list will be used to verify that all new students have been

issued textbooks in their core classes. It will be filed in the “New Student Textbook Distribution” binder.

5. Textbook Certification Process: (Williams and CDE requirement)
 - i. After all textbooks are distributed, **Attendance Clerks** will print class lists to distribute to teachers with a cover memo asking **teachers** to:
 - a. Check lists for accuracy of student enrollment.
 - b. Check this list against their list that they completed during student textbook check-out (see **Addendum H**).
 - c. Send TA’s to the library, if they wish, to check on students they are not sure have textbooks, or they can use their Destiny access to check.
 - d. Send students not yet issued a textbook to the library to receive one.
 - e. Sign, date, and return the lists certifying that all students on lists have been issued textbooks.
 - ii. District Library Media Services will prepare documentation of textbook sufficiency, to be completed before the first 8 weeks of school, in preparation for the Resolution of Textbook Sufficiency including public hearing to be presented to the State Administrator and Governing Board no later than the 8th week after the beginning of school (see **Addendum O**).
6. Substitutes and Textbook Procedures -- **Long-term substitutes** receive clearance from the libraries that all checked-out teacher materials and library books have been turned in **before** the **Office Managers** of the school turn in their time-sheets. Time-sheets will be held until all books/materials are returned/paid. **Office Managers** should be informed of this policy.

IX. Transferring Textbooks from School to School

It is important to remember the following:

1. These books are purchased with District Textbook Funds and therefore belong to the District, not to individual schools.
2. To manage books effectively at the District level, it is important to have the ability to shift books from site to site adjusting for overages and shortages.
3. The specific procedure for how to complete the transfer function in Destiny is covered in **Addendum M** and is necessary to avoid duplicate barcode numbers in Destiny. This allows us to maintain an accurate District level inventory of textbooks.
4. Textbooks purchased with individual site funds to provide class sets for teachers will have unique cataloging and will **not** be part of this transfer policy.

X. Textbook Billing & Recovery – Elementary & Secondary

1. Amount to be billed: Students will be charged for any lost or damaged textbooks -- see Ed Code Section 489043. The “**Textbook Charges**” chart (see **Addendum J – Student-Parent Textbook Contract**) indicates the types and amounts of charges for

3 Excerpts from Education Code section 48904: . . . (b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil’s parent or guardian has paid for the damages thereto, as provided in subdivision (a). . . The full text can be found at: <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAIISdocID=103475754+0+0+0&WAIISaction=retrieve>

- damage to textbooks. If the textbook is lost or damaged beyond further use the total charge to the student will be the current replacement cost of the textbook.
2. Billing schedule: Bills for overdue and lost textbooks will be mailed home at least twice during the year (once each semester), but preferably three times a year. Suggested times for sending bills are mid-October, mid-January, and beginning May in preparation for promotion/graduation ceremonies (see **Addendum T**).
 3. Lost Textbooks:
 - i. Students who have lost a textbook should be sent to the library to be re-issued another textbook. The student will be billed for the lost textbook and informed about textbook debt policies.
 - i. Textbooks not returned to the libraries at the end of the year will be marked as lost and the students will be billed.
 4. Textbook Incidents Requiring Incident Report: Students who have had an incident related to the loss or damage of a textbook or library book must file an incident report with the **Assistant Principal's** office **within a week of the incident** (see **Addendum P**). Incidents include one or more of the following that has taken place on school property and is not considered the responsibility of the student:
 - i. The locker containing the book was broken into and forced entry can be seen and documented.
 - ii. The book was maliciously damaged by another student while on campus and there are witnesses to this event.
 - iii. **Note**: Leaving a book or a backpack in a classroom or the library unattended and having it disappear is considered the student's responsibility and they will be assessed fines for textbooks lost this way.
 - iv. The Textbook Incident Report Form presently being used at Vallejo High School is attached (see **Addendum P**).
 5. Administrative Guidelines for Managing Textbook Debt
 - i. Assign only one administrator responsible for waiving textbook debt.
 - ii. Require an Incident Report to be on file if the loss is due to vandalism or some other related incident (see **Addendum P**).
 - iii. Consider student patterns when *extreme* financial hardship is the reason for forgiving textbook debt. Every effort should be made to recover the book(s).
 6. Transferring/Drop Policy for Students with Outstanding Bills:
 - i. Students transferring to another school within the District must complete an **official drop form (Addendum R)** through the office of the registrar. This form includes exit grades from each class and any indebtedness the student has for outstanding textbooks, library books, or other fines from different departments in the school. Students should return textbooks and clear fines at their originating school, or make arrangements as to how they will do this before being accepted into the new school. Receiving schools should check records of incoming students in Destiny with the **Library Media Clerk/Office Manager** who can access this information from the previous school. Aeries should also be checked for indebtedness. Inter-district transfer students should also be instructed to take any consumable workbooks with them to their new school.
 - ii. When a student transfers to a school outside of the District, the new school is sent the indebtedness information and a letter from the registrar indicating that official transcripts will not be available until all students' bills are cleared (see **Addendum S**).

- iii. Students arriving from another school with indebtedness are held accountable and a letter is sent home by the registrar informing them and their parents about the consequences for not clearing the debt. See attached letter from Registrar (**Addendum S**).
 - iv. It is highly recommended that permission slips requiring library clearance be completed by students before attending major school events, i.e. field trips, dances, prom, grad night; before participating in team sports, cheerleading, leadership class, student government offices, and other student leadership classes/positions (see **Addendum Q**).
 - v. It is strongly recommended that students with debt be prevented from attending/participating in school activities. They may, however, participate if they begin to make partial payments. The suggested initial partial payment is 1/3 of the total amount of the outstanding bill (to be determined by the administrator overseeing textbook debt).
 - vi. It is strongly recommended that eighth graders and seniors not be allowed to participate in promotion or graduation ceremonies unless all bills are cleared (see **Addendum U – 8th Grade/Senior Clearance Forms**).
7. Payment of Debt and Refunds for Returned Books
- i. Payment for student debt is made to the Finance Office of the original school where the debt occurred. Payments are accepted by credit card (high schools only) or cash, cashier's check or money order. (No personal checks are accepted by the District.)
 - ii. **Student Finance Clerk(H.S.)/Office Manager(M.S.& Elem.)** will collect these payments and put them in the administrative account (H.S.) or the student funds account (M.S. & Elem.).
 - iii. **High School Student Finance Clerks** will produce an activities report out of EPS (the accounting program being used in the high schools) indicating the amount of lost textbook funds collected. Library Media Technicians (LMT's) will produce a report out of Destiny for verification.
 - iv. **Office Managers** at the elementary and middle schools will also provide a similar activities report of lost textbook funds collected from receipt documentation. Again, LMT's will produce a report out of Destiny for verification.
 - v. **Office Manager/Student Finance Clerk** will transfer these to the District Finance Office yearly by September 15th. (see **Addendum W** for details).
 - vi. A reasonable balance will be kept in this account to accommodate refunds that may occur as outlined below:
 - a. When a student returns a textbook or library book for which he has paid a fine, he will receive a refund for this book if it is returned within one year of the book's due date.
 - b. If a book is returned without the student who checked it out being present, and it meets the criteria in "a." above, a letter will be sent by the LMT to the parents and a refund processed. (see **Addendum X**).
8. Textbook Recovery Plan
- i. Due to the huge number of lost textbooks, a Textbook Recovery Plan has been put into place at all secondary schools (see **Addendum V**).

XI. Textbook Year-end Collection – Secondary

1. **Inventory Monitoring – Library Media Technicians** will complete a textbook inventory monitoring in April. This will be done by comparing what is physically on the textbook shelves with what the Destiny system shows as “available.” To complete this process, each textbook will be scanned with the hand-held Dolphin, downloaded into Destiny and an inventory process completed. This will allow us to clean-up and mark lost any missing books so the textbook inventory is accurate for the reordering process (see Section IV and **Addendum F**).
2. Remind teachers/students to locate and be ready to turn in textbooks.
3. All students receive special billing (3rd billing) indicating all books currently checked out that need to be returned at the end of the year including any outstanding bills (see **Addendum T**).
4. Procedures for collecting textbooks at the end of the year vary by individual site but include a letter to teachers stating the closing dates and the procedures to be followed.
5. All Libraries will be closed for the last two weeks of school to complete year-end collection of textbooks, clear 8th graders/seniors, and prepare for summer school.
6. Collect payments for lost books and deposit into lost textbook general fund account.
7. Make a request for check quarterly (December 15th, March 15th, June 15th, September 15th) to the District Finance Department to return these funds to the District textbooks account.

XII. Teacher Clearance Procedures & Summer School – Secondary

1. **Library Media Technicians** place list and letter in all teacher and staff boxes with materials checked out of the library, and as a reminder of what is due at the end of the year.
2. For teachers teaching summer school at the high schools, the following verification should be completed:

For current (school) teachers who will use their teaching materials for Summer School:

I understand that I am not required to turn in my teaching materials as I will use them for Summer School (year). I verify that the items listed on the attached sheet(s) are in my possession. If any items are lost, I am to mark them as lost on the left hand side next to the item. I understand that this is part of the Textbook Recovery and Accountability Plan as reports have been requested by the VCUSD District Office.

(Teacher Signature)

(Date)

XIII. Once School is Out for the Summer

Library Media Technicians will complete the following tasks before leaving for their one month break in July:

1. Continue to open, verify, and process textbook orders that have been delivered. Enter them into the Destiny system.
2. Prepare for Summer School check out (secondary).

3. **District Library Media Services** will contact the used textbook vendors to come in and purchase any textbooks that have been made obsolete by the textbook adoption process that will not be used in summer school.

ADDENDUM A

ADOPTION PROCESS

Taken from excerpts of the CDE document: “An Overview of Standards, Curriculum Frameworks, Instructional Materials Adoptions, and Funding” <http://www.cde.ca.gov/be/pn/im/documents/info-cib-cfir-jun06item01.doc>.

K-8: The State Board of Education (SBE) has constitutional authority to adopt textbooks for grades one through eight (Article IX, Section 7.5 of the California Constitution) and statutory authority to adopt instructional materials for kindergarten. Ed. Code sections 60200-60206 describe this process. The Evaluation criteria are typically incorporated in the curriculum frameworks. The Curriculum Commission serves as an advisory body to the SBE in the evaluation and adoption process. Primary adoptions for the four core curriculum areas of reading/language arts, history-social science, science, and mathematics occur every six years. Primary adoptions for foreign language, visual and performing arts, and health are to occur every eight years.

The adoption process is designed to ensure that the public has the opportunity to review and comment on resources considered for SBE adoption. Three separate public hearing are held prior to adoption. Local educational agencies (school districts, charter schools, and county offices of education) have the authority and the responsibility to conduct their own evaluation from the State adopted materials, and to adopt the materials that best meet the needs of their students.

9-12: Local governing boards have the responsibility for ensuring that the legal and social compliance requirements are met.

ALL INSTRUCTIONAL MATERIALS USED IN CALIFORNIA PUBLIC SCHOOLS MUST BE IN COMPLIANCE WITH EDUCATION CODE SECTIONS 60040-60045 AND B0048, as well as the SBE guidelines in document Standards for Evaluating Instructional Materials for Social Content (2000 edition)- <http://www.cde.ca.gov/ci/cr/cf/documents/socialcontent.pdf>

Districts purchase state adopted instructional materials directly from the publishers. The CDE maintains an Online Price List of Adopted Instructional Materials, Grades K-8 at: <http://www.cde.ca.gov/ci/cr/cf/ap1/plsearch.asp> This webpage includes the publisher’s contact information.

ADDENDUM A Continued

California Department of Education
Curriculum Framework and Instructional Resources Division

Schedule for Curriculum Framework Development, Kindergarten through Grade Twelve and Adoption of Instructional Materials, Kindergarten through Grade Eight

Calendar Year		05	06	07	08	09	10	11	12	13	14	15	16	17
Academic content standards and SBE adopted instructional materials	History-Social Science	A				Fc	Fc ¹	A				Fc		A
	Science		A				Fc ²		A				Fc	
	Mathematics	Fc		A				Fc		A				Fc
	Reading/Language Arts/ELD		Fc		A					Fc		A		
Content standards and SBE adopted instructional materials	Visual & Performing Arts		A						Fc		A			
SBE adopted instructional materials, will have content standards	Foreign Language					SF _c		A	A ³					
SBE adopted instructional materials, will have content standards	Health					S	Fc	Fc	A	A ⁴				
SBE adopted model content standards, no SBE adopted instructional materials	Physical Education	S			F							F		

A = Primary Adoption

c = Evaluation Criteria

F = Framework

ELD = English Language Dev.

S = Standards to be adopted by SBE

SBE = State Board of Education

¹ History-Social Science Framework/Criteria to be completed by May 2010

² Science Framework/Criteria to be completed by September 2010

³ Foreign Language Instructional Materials submitted for adoption in 2012

⁴ Health Instructional Materials submitted for adoption in 2013

Reflecting action of the State Board of Education on March 7, 2007.

Revisions reflect passage of AB 2932 (Karnette), Chapter 149 of the Statutes of 2008 on July 18, 2008.

ADDENDUM B

VALLEJO CITY UNIFIED SCHOOL DISTRICT

(Date of Board Meeting) – Board Meeting

NOTICE OF PUBLIC HEARING

Adoptions of New Instructional Materials for Secondary Education in
the subject areas of:

(Grade Level & Subject Area)

The Vallejo City Unified School District intends to hold a public hearing for input from the community regarding Adoption of New Instructional Materials at the Secondary Level.

Notice is hereby given to all interested parties and to the public in general. Further details may be obtained at the office of the **(Assistant Superintendent – Curriculum, Instruction and Student Support – or Director of Elementary Education and/or Director of Secondary Education)**, 665 Walnut Ave, Vallejo, CA 94592.

Notice is also given that the Board of Education of the Vallejo City Unified School District will receive public input on this matter at its regular meeting on **(DATE OF BOARD MEETING)** beginning at 5:00 pm in the Governing Board Room at 665 Walnut Ave. Written comments may also be forwarded to the **(ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT – or DIRECTOR OF ELEMENTARY EDUCATION and/or DIRECTOR OF SECONDARY EDUCATION)** on or before the meeting date of **(DATE)**.

Posted: **(DATE POSTED)** -- Must be posted at 3 locations in the District 10 working days prior to the Board Meeting. A notice must also be published in a local newspaper 10 working days prior to the Board Meeting.)

ADDENDUM C

(Example of Board Agenda Item for the Adoption of Textbooks)

CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

ITEM #(given by
Superintendent's Office)
(Board Meeting Date)

PREPARED BY: Mary Poeck, District Library Media Services

REVIEWED BY: Cecilia Mendoza, Director of Secondary Education
Gail Lyon, Director of Categorical and English Language Learners

SUBJECT: Adoption of New Middle School 6th and 7th Grade Mathematics textbooks to meet California State Standards and comply with the Adoption Cycle

RECOMMENDED ACTION: It is recommended that the Governing Board approve the adoption of the recommended textbooks for the middle school 6th and 7th grade math courses.

BACKGROUND: In preparation for the 2008-09 school year, subject matter committees in the areas of math, science and English Language Development have reviewed available textbook and other instructional materials for a variety of subjects. The Committee for Middle School Mathematics was comprised of representatives from the District's middle schools. Each Committee reviewed available materials using common criteria—alignment with State Standards, the availability of support materials to provide universal access for special needs students including English Language Learners, the feedback from any staff who had piloted the program, and the academic reputation of the publisher.

The Committee recommends Pearson-Prentice Hall.

FISCAL IMPACT: The purchases will be paid for out of the Instructional Materials Fund and augmented, where needed, by the Restricted Lottery Fund.

(If several textbooks are being adopted at the same time, they may be listed on an attachment to this agenda item.)

ADDENDUM D

TEXTBOOK DISPOSAL PROCEDURE

Effective 10-1-07

The following outlines the procedure to be used for the disposal of textbooks in the Vallejo City Unified School District:

Request for Disposal of Textbooks and other Instructional Property

- A. Schools or departments requesting disposal of textbooks and other instructional property must complete the "Obsolete Textbook Form" (see page 22 for form).
- B. The school principal must sign the form.
- C. The signed form must be submitted to the District Librarian for review and approval. The District Librarian will submit the forms to the Directors of Elementary and Secondary Education, Assistant Superintendent of Business Services and the Governing Board for approval. (Please email an electronic copy of the "Obsolete Textbook Form" to mpoeck@vallejo.k12.ca.us.)
- D. The Governing Board must approve the recommendation (see consent item for Board agenda).
- E. The District Librarian will make the necessary arrangement for the disposal of the textbooks, either to sell to used book vendors, give to teachers, donate, or recycle.
- F. If textbooks are sold, payments will be given to Accounts Receivable (Mabel Rouse) with instructions to deposit these funds in General Fund account number: 01-0156-0-0000-0000-8699-100-0001.
- G. Following completion of the work order, the District Librarian will note the disposition of the equipment on the Obsolete Textbook Form and a copy will be sent to the Department of Finance, so that the district's fixed assets are properly adjusted.

Note: When books are boxed for pick-up, they need to be labeled with the Title(s), ISBN(s), Subject(s), Grade Level(s), and quantity of each book in box.

ADDENDUM D Continued

CONSENT ITEM TO BE PRESENTED FOR THE BOARD OF DIRECTORS MEETING AGENDA IN THE FOLLOWING FORMAT:

PREPARED BY: District Library Media Services

REVIEW BY: Director of Elementary Education and/or Director of Secondary Education

SUBJECT: DISPOSAL OF SURPLUS TEXTBOOKS

BACKGROUND: Textbooks may be considered obsolete or unusable when they have been replaced by more recent versions or additions and are of no foreseeable value in other instructional areas.

Board Policy 3270: “Sale and Disposal of Books, Equipment and Supplies (Personal Property)” states:

“The Governing Board recognizes that the District may own personal property which is unusable, obsolete or no longer needed by the District. The Superintendent or designee shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirement of state law. The Superintendent or designee shall identify to the Board all items not needed by the District, together with their estimated value and a recommended disposition.”

Due to the (Appropriate year) textbook adoptions by the District, the attached list of textbooks has been deemed obsolete.

ACTION:

The (State Administrator/Superintendent) has declared the list of textbooks obsolete and has authorized the donation of these textbooks in accordance with Board policy.

FISCAL IMPACT:

None.

ADDENDUM D Continued
VALLEJO CITY UNIFIED SCHOOL DISTRICT
DISPOSAL OF SURPLUS PROPERTY REQUEST FORM B
TEXT BOOK AND RELATED MATERIALS (Form # 5.0423B)

<u>Requestor Information</u>						
Date of Request:	Requestor's Name:			Title:		
Location (school site/department):	Phone Number:			Email Address:		
<p style="text-align: center;"><u>Disposal List</u></p> <p>Please use this form to request for the disposal of textbooks and any other related materials (i.e. student handbooks, transparencies, book kits, etc.). Books and related items should be placed in sealed and marked boxes. These boxes should be labeled stating the name of the contents, quantity & grade level of the items sealed within the box. Items that are not boxed accordingly will not be taken at the scheduled time of pickup.</p> <p><input type="checkbox"/> Please check here, if a list of books which exceeds the amount of space provided has been attached.</p>						
<u>Type of Book</u> <u>(i.e., Math, Science, English, etc.)</u>	<u>Brand Name</u> <u>(i.e. Mathscape, Hot Topics</u>	<u>Grade Level</u>	<u>Student/Teachers</u> <u>Manual/Book</u> <u>Kit/Transparency</u>	<u>ISBN#</u>	<u>Location</u> <u>(Room #)</u>	<u>QTY</u>
Site Manager/Director/Principal's Signature of approval:			Date:			
<u>Purchasing Office Use Only</u>						
Date Sent to Board:		Approved: Y <input type="checkbox"/> N <input type="checkbox"/>		Date Picked Up by Vendor:		PO#

ADDENDUM E

TEXTBOOK ORDERING PROCEDURE – OBJECT CODING

3-6-09

The reason for this new procedure is to assure that correct textbook budget codes are used to avoid audit findings and fines.

When textbooks are ordered, ALL sites and persons completing the ordering process on Financial 2000 must use the correct budget codes for textbooks. The following object codes need to be used on any purchases related to **TEXTBOOKS and their accompanying materials**, provided by the vendor. “TEXTBOOKS” defined :

“4100-Approved Textbooks and Core Curricula Materials: Record expenditures for classroom instructional materials designed for use by pupils and their teachers as the basic curriculum adopted by the State Board of Education or the district board for required subject matter. Instructional materials may be printed or appear in some other form and may consist of textbooks, technology-based materials, and other educational materials, such as manipulatives (*Education Code Section 60010[h]*). The cost includes all consumable materials available in the approved series, such as kits, audiovisual materials, or workbooks.” To further clarify, this includes core textbooks, supplemental textbooks, workbooks related to an adopted text, lab books related to an adopted text, novels used by an entire class, CD-ROMS, DVDs, and ALL TEACHER RESOURCES related to the adopted textbooks. (See attached District Adoption Lists)

The object codes to be used (irrespective of resource code) are:

Grades K – 8 4112

Grades 9 – 12 4113

Once a textbook need has been determined, do the following:

- Determine if the need is for replacement of adopted texts or to supplement the District adopted textbooks and teacher resources with additional materials for your site. EXAMPLE: purchasing **class sets** of textbooks in addition to the District policy of providing a textbook for every student; **or** purchasing **additional Teacher resources** for teacher leaders, administrators at a site.
- Input the information below into Financial 2000:
 - On the front page under the requisition tab fill in the following:
 - Description: **(grade level) (subject area) Textbooks**, EXAMPLE: **“6 - 8 math textbooks” or “9-12 teacher resources.”**
 - Requestor’s name:
 - Type of Goods or Services = **Textbooks 4100**
 - Location: **School or program name**
 - Notes: If using categorical funds for this purchase, this is where the justification must be made for the use of these funds.

Requisition - 003520

Requisition		Vendor	Shipping
Type:	Vendor	Annual Requisition:	<input type="checkbox"/>
Number:	003520	Status:	Closed
Date:	11/24/2008	Cause of Last Status Change:	Requisition Created into Purchase Order
Description:	New Math Texts Gr 6	Entered By:	Mpoeck
Building/Department:	Not Applicable	Requestor's Position:	Library - Director
Room:		Requestor's Name:	Mary Poeck
		Type of Goods and Services:	4100-Textbooks
		Location:	Franklin
Purchase Order Number:	092394	Purchase Order Date:	11/24/2008

- Click on **Item/Accounting** and fill in the following:
 - Item # = **ISBN number of the book**
 - Description: Should include the **complete title & grade level**
 - Quantity; unit price; etc
 - Budget code: Use object code –4112 for K-8 or 4113 for 9-12.

Requisition Item/Accounting Entry - 003520

Line #	Item #	Description	Quantity	UOM	Unit Price	Ext. Price	Compl	Disc Rate	Disc Amt
1	I-2031	CA Student Edition MATH 6	235.00	EA	64.2300	15094.05		0.00	0.0000
2	I-3640	CA Spanish Student Edition* - MATH E	5.00	EA	65.9200	329.60		0.00	0.0000
3	I-3501	CA All-in-One Student Workbook	260.00	EA	0.0000	0.00		0.00	0.0000
4	I-3501	CA All-in-One Student Workbook, Adaj	25.00	EA	0.0000	0.00		0.00	0.0000
5	I-3501	CA Math Standards Review Workbook	10.00	EA	0.0000	0.00		0.00	0.0000
6	I-3640	CA Spanish Practice Workbook*	5.00	EA	0.0000	0.00		0.00	0.0000
7	I-3643	CA Student Center CD-ROM (1:4 ratio)	75.00	EA	0.0000	0.00		0.00	0.0000
8	I-2031	Class set of Student Editions (1:4 ratio)	135.00	EA	0.0000	0.00		0.00	0.0000

Overall Discount: 0.00 % 0.00 Total Items: 29 Total Requisition Amount: 16561.15

Accounting Lines: Accounting Method: ☒ Charge Total ☐ Charge per Item Balance: 0.00

Line#	FU-RS-YR-GL-FN-OB-SC-MGMT	Percentage %	Dollar \$	Total Account Charges
1	01-7156-0-1110-1000-4112-139-0005	0.00	16561.15	16561.15

Overall Additional Charges:

	Percentage %	Dollar \$
Taxable S & H:	0.00	0.00
Non-Taxable S & H:	0.00	0.00
Additional Charges:	0.00	0.00
Total SH & A:	0.000	

Tax Rate: 7.375 % Tax Amount: 0.000

Description: Shipping and Handling is No Charge per Vendor

- Vendor & Shipping tabs are completed as before. **K-5 deliveries will be sent to the District warehouse and from there delivered to the specific sites.** For Middle School and High School deliveries, request **INSIDE DELIVERY to the school library.**
- Submit requisition for the approval process.
- The Site Administrator certifies accuracy of the requisition including the budget coding. Please verify with Coordinator of Special Projects if SLIP or other Site Council funds are being used, or with Fiscal Services, if there are questions.

APPROVAL PROCESS:

As each person approves the textbooks, he/she should check that the correct object code has been used –

The following people need to be in the approval path:

- For 6 – 8 & 9 – 12 textbooks:
 - District Library Media Services
 - Director of Secondary Education
 - Director of Special Projects
 - Assistant Superintendent for Curriculum Instruction and Support Services (Superintendent until that position is filled)
 - State Administrator (for purchases over \$5,000)
 - Chief Financial Officer
 - Purchasing
- For K – 5:
 - District Library Media Services
 - Director of Elementary Education
 - Director of Special Projects
 - Assistant Superintendent for Curriculum Instruction and Support Services (Superintendent until that position is filled).
 - State Administrator (for purchases over \$5,000)
 - Chief Financial Officer
 - Purchasing

Every two months the District Library Media Services will complete a reconciliation of the General Ledger against the Destiny System to check:

- All textbook P.O.'s
- All Cost
- Agreement between receiving sites and the object code – K-8, 9-12.

All those represented in the approval path, except for purchasing, please see the attached page indicating the part of the requisition for which you are responsible. The District Internal Auditor has highly recommended that you randomly check at least 40 items or 25% of the requisitions that you approve and keep track for use with audit findings/requests. An AUDIT SHEET, also on the next page, is for that purpose and should be kept in a safe location.

MATRIX FOR **RANDOM** CHECKING OF REQUISITIONS BEFORE APPROVAL

If the box has an “X” in it, then the corresponding position is responsible for verifying that part of the requisition.

APPROVER	✓overall accuracy & complete	✓budget string	✓ if resource code is correct	✓if funds adequate	✓if on adoption list	✓categorical justification
Site Principal	X	X	X	X		X
Coord. Library Media Svcs	X	X	X	X	X	
Director Secondary Ed.					X	
Director Elementary Ed.					X	
Director Special Projects			X	X		X
CISS Assistant Sup. or Superintendent	X					
State Admin.				X		
Purchasing	X					

AUDIT SHEET – to keep for auditing purposes: Each time you randomly verify a requisition before approving it, please complete the following log:

Date	Requisition #	✓budget string YES/NO	✓ if funds adequate YES/NO	✓ adoption list YES/NO	✓categorical justification YES/NO

ADDENDUM F

**Available as a hard copy
(attached separately)**

ADDENDUM G

Workbooks Ordered for Elementary Schools for 2009-2010

Note: ISBN & PO Numbers kept in Binder at District Library Services

ENGLISH (Table 1)

Quantities are based on projected enrollment

School	Title	K	1 st	2 nd	3 rd	4 th	5 th
Beverly H	HM Reading Practice Workbook	63	67	63	58	57	58
Cave	HM Reading Practice Workbook	78	84	60	61	57	71
Cooper	HM Reading Practice Workbook	93	112	90	93	93	83
Federal T	HM Reading Practice Workbook	63	69	64	73	78	61
Glen Cove	HM Reading Practice Workbook	79	89	93	90	103	84
Highland	HM Reading Practice Workbook	111	125	103	101	93	96
Lincoln	HM Reading Practice Workbook	23	25	43	43	53	49
Loma Vista	HM Reading Practice Workbook	48	54	81	68	65	63
Mare Island	HM Reading Practice Workbook	58	67	48	48	41	43
Mini	HM Reading Practice Workbook	93	95	103	113	110	96
Patterson	HM Reading Practice Workbook	81	83	78	83	96	73
Pennycook	HM Reading Practice Workbook	95	108	98	96	93	98
Steffan M	HM Reading Practice Workbook	93	105	101	103	98	113
VCS	HM Reading Practice Workbook	43	44	43	43	55	55
Wardlaw	HM Reading Practice Workbook	118	145	148	160	123	118
Widenmann*	HM Reading Practice Workbook	58*	70	81*	83*	88*	81*

*Widenmann workbooks for K, 2-5 to be provided by District Library Services from overstock

MATH (Table 2)—Quantities based on enrollment April 2009

(We will need to move/share books to cover shortages)

Vendor: MacMillan/McGraw-Hill, 220 East Danieldale, Desoto, TX 75115-8815

School	Title	K	1	2
Beverly H	Ca Mathematics, Vol. 1 & 2	69	68	62
Cave	Ca Mathematics, Vol. 1 & 2	84	64	60
Cooper	Ca Mathematics, Vol. 1 & 2	106	99	85
Federal T	Ca Mathematics, Vol. 1 & 2	62	69	85
Glen Cove	Ca Mathematics, Vol. 1 & 2	85	93	98
Highland	Ca Mathematics, Vol. 1 & 2	116	112	103
Lincoln	Ca Mathematics, Vol. 1 & 2	22	41	42
Loma Vista	Ca Mathematics, Vol. 1 & 2	54	75	81
Mare Island	Ca Mathematics, Vol. 1 & 2	65	45	49
Mini	Ca Mathematics, Vol. 1 & 2	109	113	122
Patterson	Ca Mathematics, Vol. 1 & 2	84	82	80
Pennycook	Ca Mathematics, Vol. 1 & 2	110	107	103
Steffan M	Ca Mathematics, Vol. 1 & 2	107	105	106
VCS	Ca Mathematics, Vol. 1 & 2	41	42	42
Wardlaw	Ca Mathematics, Vol. 1 & 2	124	145	154
Widenmann	Ca Mathematics, Vol. 1 & 2	63	89	85

Tables 3-5 below are for consumable workbooks that are free for the life of the textbook adoption.

These quantities are the same every year.

MATH (Table 3)

Vendor: MacMillan/McGraw-Hill, 220 East Daniellale, Desoto, TX 75115-8815

School	Title	K	1 st	2 nd	3 rd	4 th	5 th
Beverly H	Math Homework Practice/Prob. Solve Wkbk.	0	80	60	60	60	90
Cave	Math Homework Practice/Prob. Solve Wkbk	0	60	80	80	60	90
Cooper	Math Homework Practice/Prob. Solve Wkbk.	0	100	120	100	90	120
Federal T	Math Homework Practice/Prob. Solve Wkbk	0	80	80	120	90	90
Glen Cove	Math Homework Practice/Prob. Solve Wkbk.	0	120	100	100	180	120
Highland	Math Homework Practice/Prob. Solve Wkbk	0	120	120	120	120	90
Lincoln	Math Homework Practice/Prob. Solve Wkbk.	0	40	40	40	60	60
Loma Vista	Math Homework Practice/Prob. Solve Wkbk	0	80	120	80	90	60
Mare Island	Math Homework Practice/Prob. Solve Wkbk.	0	40	60	60	60	60
Mini	Math Homework Practice/Prob. Solve Wkbk	0	100	120	140	90	90
Patterson	Math Homework Practice/Prob. Solve Wkbk.	0	80	100	100	90	90
Pennycook	Math Homework Practice/Prob. Solve Wkbk	0	100	120	120	90	90
Steffan M	Math Homework Practice/Prob. Solve Wkbk.	0	100	100	100	120	90
VCS	Math Homework Practice/Prob. Solve Wkbk	0	40	40	40	60	60
Wardlaw	Math Homework Practice/Prob. Solve Wkbk.	0	120	140	160	150	150
Widenmann	Math Homework Practice/Prob. Solve Wkbk	0	100	80	80	120	90

SCIENCE (Table 4)

K* These books are the Study Guides. All other grades are Interactive Texts.

Vendor: Houghton Mifflin, 1900 South Batavia, Geneva, IL 60134

School	Title	K*	1 st	2 nd	3 rd	4 th	5 th
Beverly H	Houghton Mifflin Science Interactive Texts	80	60	60	70	70	70
Cave	Houghton Mifflin Science Interactive Texts	60	65	67	60	64	70
Cooper	Houghton Mifflin Science Interactive Texts	100	100	100	90	85	95
Federal T	Houghton Mifflin Science Interactive Texts	70	65	75	95	75	75
Glen Cove	Houghton Mifflin Science Interactive Texts	85	110	90	90	115	100
Highland	Houghton Mifflin Science Interactive Texts	110	110	115	105	96	96
Lincoln	Houghton Mifflin Science Interactive Texts	30	41	40	40	35	40
Loma Vista	Houghton Mifflin Science Interactive Texts	90	80	95	70	64	64
Mare Island	Houghton Mifflin Science Interactive Texts	42	56	60	50	46	52
Mini	Houghton Mifflin Science Interactive Texts	120	120	115	120	96	96
Patterson	Houghton Mifflin Science Interactive Texts	90	85	87	90	75	75
Pennycook	Houghton Mifflin Science Interactive Texts	85	100	116	96	87	96
Steffan M	Houghton Mifflin Science Interactive Texts	100	120	100	103	113	100
VCS**	Houghton Mifflin Science Interactive Texts	0	0	0	0	0	0
Wardlaw	Houghton Mifflin Science Interactive Texts	105	135	150	145	135	160
Widenmann	Houghton Mifflin Science Interactive Texts	55	90	82	85	100	96

VCS Interactive Texts provided by District Library Services from overstock.**

SOCIAL STUDIES (Table 5)

Vendor: Harcourt Inc., 6277 Sea Harbor Drive, Orlando, FL 32887-000

School	Title	K	1 st	2 nd	3 rd	4 th	5 th
Beverly H	SS Homework and Practice Book	76	65	65	70	70	65
Cave	SS Homework and Practice Book	65	65	72	65	65	70
Cooper	SS Homework and Practice Book	95	100	97	90	81	95
Federal T	SS Homework and Practice Book	75	62	75	92	71	70
Glen Cove	SS Homework and Practice Book	85	105	90	95	115	105
Highland	SS Homework and Practice Book	110	110	115	105	95	98
Lincoln	SS Homework and Practice Book	30	46	40	41	32	37
Loma Vista	SS Homework and Practice Book	95	75	92	70	65	66
Mare Island	SS Homework and Practice Book	47	56	60	53	46	52
Mini	SS Homework and Practice Book	117	118	115	119	100	93
Patterson	SS Homework and Practice Book	95	83	87	95	75	75
Pennycook	SS Homework and Practice Book	85	105	116	96	90	93
Steffan M	SS Homework and Practice Book	105	125	95	103	113	100
VCS**	SS Homework and Practice Book	0	0	0	0	0	0
Wardlaw	SS Homework and Practice Book	105	133	148	140	135	163
Widenmann	SS Homework and Practice Book	55	85	87	89	101	95

VCS Workbooks provided by District Library Services from overstock.**

ADDENDUM G Continued

CONSUMABLE REORDER WORKSHEET – MIDDLE SCHOOLS Spring 2009

All items are FREE for life of adoption

Vendor & Telephone #	Title	Grade & Price	ISBN #	FRMS P.O. #, Date & No. to Order	SOMS P.O. #, Date & No. to Order	SPMS P.O. #, Date & No. to Order	VMS P.O. #, Date & No. to Order
Holt 800-421-8823 Barbara Orloff	ELA - Interactive Reader	6 FREE	0030650275	050022 2003 339	054896 5/05 290	050006 5/05 338	054895 5/05 330
Holt 800-421-8823 – B. Orloff	ELA- Interactive Reader	7 FREE	0030650283	050022 2003 351	054896 5/05 290	050006 5/05 372	054895 5/05 330
Holt 800-421-8823 –B.Orloff	ELA - Interactive Reader	8 FREE	0030650291	050022 2003 332	054896 5/05 290	050006 401	054895 5/05 300
Pearson 1-800-643-1918	Math 6 Workbook	6 FREE	0133501132	092394 11/08 260	092396 11/08 220	092398 11/08 310	092402 11/08 220
Pearson 1-800-643-1918	Pre-Algebra Workbook	7 FREE	0133501140	092395 11/08 265	092397 11/08 240	092399 11/08 340	092403 11/08 245
CPM Jane Bradley 9160 446-9936	Algebra Connections Extra Practice Workbook	8 7.00	978-1603280020	085409 6/08 Only order # needed.	090432/ PY085410 7/08 Only order # needed.	090695/ PY085411 8/08 Only order # needed.	090696/ PY085412 8/08 Only order # needed.
Pearson/ Prentice Hall 800-577-1580	Focus on Earth Science Read/Note Guide Lvl A	6 FREE	0132034387	090224/ PY08551 7/08 322 total for Level A and B	090225/ PY085512 7/08 240 total for Level A and B	090226/ PY085513 7/08 297 total for Level A and B	090001/ PY085467 7/08 260 total for Level A and B

Vendor & Telephone #	Title	Grade	ISBN #	FRMS P.O. #, Date & No. to Order	SOMS P.O. #, Date & No. to Order	SPMS P.O. #, Date & No. to Order	VMS P.O. #, Date & No. to Order
Pearson/ Prentice Hall 800- 577-1580	Focus on Earth Science Read/Note Guide Lvl B	6 FREE	0132034395	090224/ PY08551 7/08 322 total for Level A and B	090225/ PY085512 7/08 240 total for Level A and B	090226/ PY085513 7/08 297 total for Level A and B	090001/ PY085467 7/08 260 total for Level A and B
Pearson/ Prentice Hall 800- 577-1580	Focus on Life Science Read/Note Guide Lvl A	7 FREE	0132034417	090224/ PY08551 7/08 275 total for Level A and B	090225/ PY085512 7/08 281 total for Level A and B	090226/ PY085513 7/08 297 total for Level A and B	090001/ PY085467 7/08 253 total for Level A and B
Pearson/ Prentice Hall 800- 577-1580	Focus on Life Science Read/Note Guide Lvl B	7 FREE	0132034425	090224/ PY08551 7/08 275 total for Level A and B	090225/ PY085512 7/08 281 total for Level A and B	090226/ PY085513 7/08 297 total for Level A and B	090001/ PY085467 7/08 253 total for Level A and B
Pearson/ Prentice Hall 800- 577-1580	Focus on Phys. Science Read/Note Guide Lvl A	8 FREE	013203445x	090224/ PY08551 7/08 284 total for A&B	090225/ PY085512 7/08 275 total for A&B	090226/ PY085513 7/08 330 total for A&B	090001/ PY085467 7/08 275 total for A&B
Pearson/ Prentice Hall 800- 577-1580	Focus on Phys. Science Read/Note Guide Lvl B	8 FREE	0132034468	090224/ PY08551 7/08 284 total for Level A and B	090225/ PY085512 7/08 275 total for Level A and B	090226/ PY085513 7/08 330 total for Level A and B	090001/ PY085467 7/08 275 total for Level A and B
Holt Rinehart Winston 800-269- 5232	World Hist. Ancient Civ. Standards Review Wkbk	6 FREE	003042092x	074140 4/07 320	074167 4/07 270	074172 4/07 340	074175 4/07 295

Vendor & Telephone #	Title	Grade	ISBN #	FRMS P.O. #, Date & No. to Order	SOMS P.O. #, Date & No. to Order	SPMS P.O. #, Date & No. to Order	VMS P.O. #, Date & No. to Order
Holt Rinehart Winston 800-269-5232	World Hist. Ancient Civ. Inter. Reader/ Study Guide	6 FREE	0030420881	074140 4/07 320	074167 4/07 270	074172 4/07 340	074175 4/07 295
Holt Rinehart Winston 800-269-5232	World Hist. Medieval Standards Review Wkbk	7 FREE	0030421586	074140 4/07 300	074167 4/07 290	074172 4/07 410	074175 4/07 310
Holt Rinehart Winston 800-269-5232	World Hist. Medieval Interactive Reader/ Study Guide	7 FREE	0030421543	074140 4/07 300	074167 4/07 290	074172 4/07 410	074175 4/07 310
Holt Rinehart Winston 800-269-5232	US History Standards Review Workbook	8 FREE	0030418534	074140 4/07 350	074167 4/07 310	074172 4/07 415	074175 4/07 315
Holt Rinehart Winston 800-269-5232	US History Interactive Reader/ Study Guide	8 FREE	0030418526	074140 4/07 350	074167 4/07 310	074172 4/07 415	074175 4/07 315

ADDENDUM G Continued

WORKBOOKS REORDER WORKSHEET

High Schools

Vender & Telephone	Title	GR.	ISBN #	Hogan P.O. #	Hogan order	JBHS P.O. #	JBHS order	VHS P.O.	VHS order
Holt 1-800-225-5425	Lang. Arts - Interactive Reader	9	0030650313	71376 63897	120 <u>520</u> 640	63863	570	63897 71375 80680	450 120 <u>200</u> 770
Holt Toni.carney@harcourt.com	Lang. Arts – Interactive Reader	10	0030650321	63897	635	63863	520	63897	520
Holt	Lang. Arts – Interactive Reader	11	0030650933	74143	450	74136	420	74174	575
Holt	Lang. Arts – Interactive Reader	12	0030650941	74143	350	74137	425	74174	425
McDougal 1-800-462-6595	Algebra 1 – CA. Standards Key Concepts Book	8/9	0618078762			64244 60873	500 590		
Pearson/ Prentice Hall 1-800-848-9500	Spanish – Paso a paso 1 Practice Workbook	8/9 Price: \$9.97	0673216810		280	P03 00126	280	??	400
Pearson/ Prentice Hall	Spanish – Paso a paso 2 Practice Workbook	9/10/ 11	0673216829		245	P03 00126	180 (245)	??	250
Pearson/ Prentice Hall	Spanish – Paso a paso 3 Practice Workbook	10/11/ 12	0673216837		200	P03 00126	111 (200)	??	200
McDougal Littell	World Geography Workbook	9	0618194975	74969	210	N/A	N/A	74981	500??
Pearson/ Prentice Hall	World Hist. The Modern World Reading & Notetaking Study Guide	10	0131333496	74968	490	74961	500	74714	620

Vender & Telephone #	Title	GR.	ISBN #	P.O. #	Hogan to order	P.O. #	Bethel to order	P.O. #	VHS to order
McDougal Littell	The Americans Workbook	11	0618176195	74969	435	74962	526	74981	525
Pearson Prentice Hall	Magruder's American Gov't Guide to Essentials	12	0132513617	74968	200	74961	220	74717	220
Pearson Prentice Hall	Economics Guide to the Essentials	12	0131335464	74968	200	74961	220	74717	215
McDougal Littell	World of Chem Report Sheets	11 & 12	0618829717	74969	300	74962	300	74981	300
McDougal Littell	World of Chem. Lab Experiments	11 & 12	0618829679	74969	300	74962	300	74981	300

ADDENDUM H

DIRECTIONS TO TEACHERS FOR TEXTBOOK DISTRIBUTION:

Students may already have received textbooks during student orientation prior to the start of school. If that is the case, please send students who were not at orientation to the library with a pass to get their textbooks and skip to the section below **“Upon return to your class.”**

If students have not received textbooks at orientation, each teacher will receive the schedule for textbook checkout. If you are scheduled for the beginning of the period, please come directly to the library and plan to take roll when you return to class. The library staff could use your help with the following:

1. Be sure all students have either an ID card or their schedule.
2. Remind students about behavior and not to trade textbooks just after receiving them – students often end up with the wrong textbook at the end of the year and this is one of the causes.
3. Bring a copy of your class rosters for back-up & to verify which students received books – note their barcode number on your roll sheet as they receive a book. This will help with your Williams Settlement certification that states ALL your students have textbooks!
4. If you were issued a class set of books, have student in your first scheduled period bring these books with them to be re-checked-out from the teacher’s name to the student’s name.
5. Supervise your students as they complete this process.

Upon return to your class PLEASE give a small lesson on responsibility for school/borrowed property and do the following:

1. Have all students write their names in ink in the front of the textbook and indicate the date and the condition of the book
 - a. Explain that this is for their protection so they know which book is theirs, and to avoid charges for a book in poor condition.
2. Have student check their books for damage. If there is serious damage to the book, i.e. heavy graffiti, page(s) torn out, water damage, have them exchange the book during break, lunch, or before or after school within a week of receiving the textbook.
3. Be sure students understand that they are responsible for their textbooks. They will complete the PARENT-STUDENT TEXTBOOK CONTRACT in their Language Arts classes or at textbook check-out. Students will return the signed contract to their ELA teachers as a first homework assignment or to the designated person. ELA teachers or other designated person will then send these to the library to be kept on file. Copies of this contract are available in the libraries and may have a copy of all textbooks checked out to the student on the back of the contract. If books are lost they will be charged the full price of the book.
4. Please do not let students leave their textbooks in your classroom. If they are lost, the student is still responsible and you don’t want your class to be a “locker” for textbooks.
5. Have students cover their books and remind them to take good care of the books. (Book covers are often available in the library)

Tell students, when the workbook is consumable, that the first workbook they receive is free, but if they lose it, they may receive a used workbook from the library or they may be charged a \$10.00 fee for a second workbook.

ADDENDUM I

TEXTBOOK MANAGEMENT HINTS FOR TEACHERS

Managing Textbooks checked out to students

- Do frequent book checks – verify book numbers with the print-out given to you when student's checked out textbooks.
- Use books on a regular pre-determined scheduled so students know when to have them in class.
- Use an incentive – reward for those students who have textbooks regularly in class.

MANAGING CLASS SETS OF BOOKS

PLEASE TRY THESE SUGGESTIONS: Other teachers have used them very successfully! Textbooks are so expensive and in our present financial climate we all need to work together to protect this school property.

Option 1: Keep textbooks **locked** in a cabinet or on a shelf where at a glance you can see if all books are present. Have student monitors and/or TA's distribute and collect them at the beginning and ending of each period.

Option 2:

1. Assign a specific book to a specific desk and use seating charts for students. Put dot stickers with book numbers on each book spine to correspond to seat numbers on your seating chart so you can see at a glance which books are missing.
2. Have student examine the books and note any problems with it so they are not held responsible for damage already there! This should be noted in the front of the book and dated.
3. **Assign 2-3 students as textbook monitors** in each period when using class sets of books.
4. Reserve the last 3-5 minutes of class so textbook monitors can complete their check. Dismiss students when all textbook are accounted for. Remember you dismiss your class, not the bell!
5. If a student notices a problem with the textbook assigned to their seat (other than any noted issues in the front of the book – see # 2), they need to report it immediately so the student from the previous class can be held responsible.
6. Stress that even with a substitute, student monitors must verify that all textbooks are under desks BEFORE students are dismissed.
7. Plan ahead for substitutes. Their instructions should include this information about monitoring textbooks! Your school site will be paying for these textbook losses, which means you may not have enough funding for other important needs. Let's take care of what we have!
8. If students come in during break/lunch or after school, please be aware that all textbooks are accounted for before they leave.

Thank you for all your efforts to help preserve textbooks!

ADDENDUM J

(To put in Student Handbook & Orientation Package. Have completed by English/Language Arts Teacher & returned to the library for filing.)

STUDENT-PARENT TEXTBOOK CONTRACT

I, _____, understand that I am responsible for
(**PRINTED** Student Name)
the textbooks assigned to me. They are listed on the other side of this contract along with the cost of each book and the damage charges chart is below. I am aware that if a (the) book(s) are lost or damaged **I and my parents** are responsible for payment of the loss(es)/ damage(s). I realize that sharing lockers is one way that textbooks are easily lost. I also understand that I may not leave textbooks in a teacher's classroom because again, they may be easily lost. **A teacher is not responsible** for keeping track of my textbooks. I also understand that if an incident occurs for which I am not responsible, i.e. locker broken into (forced entry must be shown), etc., and my textbooks are lost or damaged, I must report this incident to the administration of the school and fill out an incident report **within one week** of the occurrence of the incident.

STUDENT SIGNATURE _____ **DATE:** _____

PARENT SIGNATURE _____ **DATE:** _____

TEXTBOOK CHARGES

Textbook Damage	Charge (Minimum = \$5.00)
Writing/Graffiti in book	Minimum: \$ 5.00 up to full price of book depending on extent of damage.
Torn page that is repairable	Minimum: \$ 5.00
Crinkled pages	Minimum: \$ 5.00
Page(s) torn out/missing from book	Full price of book
Missing barcode	Minimum: \$ 5.00
Broken spine of book	Minimum: \$10.00 up to full price of book depending on extent of damage.
Miscellaneous other damage (water/food/pet, etc.)	Minimum: \$ 5.00 up to full price of book depending on damage.

ADDENDUM K

(Format to make ½ page -- 2 on 1 sheet of paper to photocopy)

INSERT FOR ALL TEXTBOOKS

**This books is the Property of the Vallejo City
Unified School District and costs between \$50.00
and \$150.00 (check specific price from list)
DON'T LOSE OR DAMAGE IT!**

Your book is your responsibility, which means once it is checked out to you, you must safeguard it in order to prevent loss and damage. **You will be charged for loss and damage, including missing barcodes.** We highly recommend these procedures to prevent this:

- **Write your name and the book condition on the inside flap of the book as soon as you get it**
- Cover your book to protect it from damage
- Do not leave your book unattended in the classroom or anywhere on campus—keep an eye on it! **Teachers are not responsible for your books in the classroom, you are!**
- **Leave barcodes attached to the books!** You will be charged for a missing barcode, so re-tape them if they are loose!

Remember, it is recommended that you not be allowed to do the following activities if you have textbook debt:

- Attend field trips, participate in sports, leadership, yearbook, the prom, Grad Night(high school – adjust for middle school)
- Get a transcript if you transfer to another school
- Participate in the promotion/graduation ceremony when you are (8th grader/senior!)

Note: You can make arrangements to make payments on your debt which will enable you to participate in these activities – except for promotion/graduation ceremonies, so begin early.

ADDENDUM L

TEXTBOOK CHECKOUT FOR ABSENT STUDENTS

Students absent during check-out times will be sent to the library with a textbook request slip to be used during a period, before school, lunch, or after school.

Slips for textbook distribution to individual students absent during initial textbook distribution: student is to use these during a period or before school, during lunch, and after school.

This serves as a student's ID if they do not have an ID card.

(format 2 – 3 per page, cut & distribute to teachers)

PASS TO THE LIBRARY FOR TEXTBOOKS

Today's Date: _____ **Time** _____

Student Name _____
First Name _____ **Last Name** _____

Student ID Number from class roster _____ *****Very Important!***
(Please provide if student does not have ID card)

Textbook Title _____

Teacher Signature _____

Return Time to Class _____

Library Staff Signature _____

ADDENDUM M

PROCEDURE FOR TRANSFERRING TEXTBOOKS FROM SCHOOL TO SCHOOL

Transfer Function:

1. In Destiny, go to the “Catalog” tab. Select “transfer textbooks” from the menu in the left column.
2. Go to the “Upload” tab (upper right)
3. Select the School Site where the books will be transferred in the pull down menu
4. Leave the “Transfer by barcode” default setting. (If transferring huge numbers of books you could investigate creating a list – (see “How do I . . . ?” in upper right of screen or call Follett Tech support to walk you through the process).
5. put your cursor in the box next to “Create a barcode list” and scan the barcodes of each textbook or other item to be transferred.
6. Click on the “TRANSFER” box below where it says: **Upon transfer, ownership will be immediately changed to the receiving site.**
7. Let the receiving Site know the books have been transferred and arrange for their physical transfer (Maintenance & Operations pick up work order, inter-district mail (small boxes), or pick up by someone from the receiving school.

Receiving Function:

1. In Destiny, go to the “Catalog” tab. Select “transfer textbooks” from the menu in the left column.
2. Go to the “Track” tab (upper right).
3. You will see the transfer under “INCOMING TRANSFERS.” Click on “VIEW.”
4. You will receive a boxed message in the center of the screen: “ARE YOU SURE YOU WANT TO RECEIVE ALL TRANSFERABLE ITEMS? Yes No” Click YES.
5. The books are now in your system. To verify, go to “Back Office” tab and click on Job Manager to see the job status.

IMPORTANT TO REMEMBER

- These books are purchased with DISTRICT TEXTBOOK MONEY and therefore belong to the District, not to individual schools
- To manage books effectively at the District level, it is important that we can shift books from one site that may have too many to another site that has a shortage
- The procedure above is necessary so we don’t have duplicate numbers showing up when we complete a District level inventory (count of the books).

ADDENDUM N
CERTIFICATION OF SUFFICIENCY OF MATERIALS FORM
Elementary (Grade K Only)

Teacher Name First & Last	Students Enrolled	Textbook Title	No. of Textbooks	Teacher Signature
		ELA Practice Book		
		*One Big Book used for whole class instruction	NA	
		Math Student Consumable V1 & V. 2		
		Math Homework Practice Wkbk.		
		Science Study Guide		
		*One Big Book for whole class	N/A	
		Social Studies Homewk Practice Bk		
		*One Big Book for whole class instruction	N/A	
		ELA Practice Book		
		*One Big Book used for whole class instruction	NA	
		Math Student Consumable V. 1 & V. 2		
		Math Homework Practice Workbook		
		Science Study Guide		
		*One Big Book for whole class instruction	N/A	
		Social Studies Homework Practice Bk		
		*One Big Book for whole class instruction	N/A	
		ELA Practice Book		
		*One Big Book used for whole class instruction	NA	
		Math Student Consumable V. 1 & V. 2		
		Math Homework Practice Workbook		
		Science Study Guide		
		*One Big Book for whole class instruction	N/A	
		Social Studies Homework Practice Bk		
		*One Big Book for whole class instruction	N/A	

School Site: _____ Principal Signature: _____ Date _____

ADDENDUM N Continued

CERTIFICATION OF SUFFICIENCY OF MATERIALS FORM
Elementary (Grades 1-2 Only)

Teacher Name First & Last	Grades (1 or 2)	Students Enrolled	Textbook Title	No. of Textbooks	Teacher Signature
			ELA Textbook		
			ELA Practice Book		
			Math Student Consumable V. 1 & V. 2		
			Math Homework Practice Workbook		
			Science Textbook		
			Science Interactive Text		
			Social Studies Textbook OR Spotlight Reader		
			Social Studies Homework Practice Book		
			ELA Textbook		
			ELA Practice Book		
			Math Student Consumable V. 1 & V. 2		
			Math Homework Practice Workbook		
			Science Textbook		
			Science Interactive Text		
			Social Studies Textbook OR Spotlight Reader		
			Social Studies Homework Practice Book		
			ELA Textbook		
			ELA Practice Book		
			Math Student Consumable V. 1 & V. 2		
			Math Homework Practice Workbook		
			Science Textbook		
			Science Interactive Text		
			Social Studies Textbook OR Spotlight Reader		
			Social Studies Homework Practice Book		

School Site _____ Principal Signature _____ Date _____

ADDENDUM N Continued

CERTIFICATION OF SUFFICIENCY OF MATERIALS FORM
Elementary (Grades 3-5)

Teacher First & Last Name	Grade (3-5)	Students Enrolled	Textbook Title	No. of Textbooks Distributed	Teacher Signature Certification of Sufficiency
			ELA Textbook		
			ELA Practice Book		
			Science Textbook		
			Science Interactive Text		
			Math Textbook		
			Math Homework Practice Book		
			Social Studies Textbook		
			Social Studies Homework Practice book		
			ELA Textbook		
			ELA Practice Book		
			Science Textbook		
			Science Interactive Text		
			Math Textbook		
			Math Homework Practice Book		
			Social Studies Textbook		
			Social Studies Homework Practice book		
			ELA Textbook		
			ELA Practice Book		
			Science Textbook		
			Science Interactive Text		
			Math Textbook		
			Math Homework Practice Book		
			Social Studies Textbook		
			Social Studies Homework Practice book		
			ELA Textbook		
			ELA Practice Book		
			Science Textbook		
			Science Interactive Text		
			Math Textbook		
			Math Homework Practice Book		
			Social Studies Textbook		
			Social Studies Homework Practice book		

School Site _____ Principal Signature _____ Date _____

ADDENDUM N Continued

Directions for Secondary Attendance Clerks to Prepare Teacher Textbook Certification Forms

CLASS ROSTER PRINT-OUT FOR INSTRUCTIONAL MATERIALS CERTIFICATION

DIRECTIONS FOR ARIES

Once in the Aries program for your school please follow these steps:

1. View all reports
2. Check “attendance box”
3. Check “add filter” and type in “weekly”
4. Go to “Print weekly attendance by class”
5. Click “RUN”
6. Default to today’s date – click “OK”
7. Check the second box = (check certification Text) -- click “OK”
8. Change the message by highlighting the existing message (To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.) and typing in the new message: **I CERTIFY THAT ALL STUDENTS ON THIS LIST HAVE THE NECESSARY INSTRUCTIONAL MATERIALS FOR THIS CLASS EXCEPT FOR THOSE I HAVE MARKED NO SHOW OR TRANSFERRED BESIDE THEIR NAME**

***** NOTE: THE SYNTAX ON THIS PROGRAM ALLOWS NO PUNCTUATION**

9. Print by teacher section
10. Sort by Course.
11. **REPLACE THE ORIGINAL TEXT below** by following the above directions again after all sheets for William’s certification have been printed.

To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

ADDENDUM O

CURRICULUM, INSTRUCTION AND STUDENT SERVICES

10.1.1

PUBLIC HEARING

10/07/2009

PREPARED BY: Mary Poeck, District Library Media Services

REVIEWED BY: Cheri Summers, Director of Elementary Education; Cecilia Mendoza, Director of Secondary Education; Linda Gephart, Interim Director of Categorical and English Language Learners Programs; and Cleo Chaney, Director of Compliance and Audits.

**SUBJECT: ADOPTION OF RESOLUTION NO. (Given by Superintendent's Office)
CERTIFYING THAT INSTRUCTIONAL MATERIALS ADOPTED FOR
USE IN 2009-2010 ARE LEGALLY COMPLIANT**

RECOMMENDED ACTION: It is recommended that the Governing Board, after holding a public hearing, adopt Resolution No. 2455 certifying that the District's adopted instructional materials for 2009-2010 are in compliance with State law and that all students have been provided with the required materials for their grade level or course.

BACKGROUND: There are two provisions in the Education Code which stipulate what Governing Boards must do to receive funds for Pupil Textbooks and Instructional materials and to expend those funds. Education Code Section 60119 provides that the Governing Board of a school district receiving funds for textbooks and instructional materials must hold a public hearing to solicit input from teachers, parents and members from the community and make a determination, through a resolution, whether the textbooks and instructional materials used in District schools are consistent with the contents and cycles of the curriculum frameworks adopted by the State Board of Education and are provided in sufficient quantities in the core instructional areas.

The Education Code also requires Governing Boards to annually certify that materials purchased for the K-8 level are aligned to the content standards adopted by the State Board of Education pursuant to Education Code Section 60605 or, in the case of supplementary materials, are aligned with State standards and meet the legal compliance requirements. The Governing Board must also certify annually that materials at the 9-12 level are aligned to the content standards adopted by the State Board of Education pursuant to Education Code Section 60605 and meet the legal compliance requirements of the Education Code. Certifications pursuant to Education Code 60422 must list the approved materials at the 9-12 level and the adherence to the State adoption cycle for grades K-8.

Resolution 2455 is presented to the Governing Board to provide for the annual certification for the 2009-10 school year required by Education Code Sections 60119 and 60422.

FISCAL IMPACT: The adoption of Resolution 2455 including the Certification of Standards-Aligned Instructional Materials will permit the District to use State Instructional Materials Funds, which are estimated to be approximately \$1 million for the 2009-2010 school year.

Moved by: _____ Seconded by: _____ Vote: _____

Vallejo City Unified School District
Resolution No. 2455

ESTABLISHING COMPLIANCE WITH AND CERTIFICATION OF STANDARDS-BASED
INSTRUCTIONAL MATERIALS FOR 2009-10 PURSUANT TO
EDUCATION CODE SECTIONS 60119 AND 60422

WHEREAS, the Governing Board of the Vallejo City Unified School District, in compliance with the requirements of Education Code Section 60119, held a public hearing on October 7, 2009 at 5:00 p.m., which is before the eighth week of school, and;

WHEREAS, 10 days notice of the public hearing was posted in at least three public places within the District including a notice in the newspaper that stated the time, place, and purpose of the hearing, and;

WHEREAS, the Governing Board encouraged participation in the public hearing by parents, teachers, members of the community, and bargaining unit leaders, and;

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the District, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, the administration of the District has determined that sufficient textbooks and instructional materials are being provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

English/Language Arts:

Middle School

English 6-8

- Holt: *Literature and Language Arts* (2003)

Reading Intervention/ ELL

- Sopris West Educational Services: *Language!: A Comprehensive Approach, A, B, C, D – 4th edition* (2009)

High School

English 9 – 12

- Holt: *Literature and Language Arts* (2003)

Reading Intervention/ELA/EL- 9th Grade

- SOPRIS WEST Education Services: *Language!: A Comprehensive Approach, A, B, C, D 3rd edition* (2005)

Mathematics:

Middle School

- Pearson-Prentice Hall: *Prentice Hall Mathematics* (6th) & *Prentice Hall Pre-Algebra* (7th) (2009)
- MacMillan/McGraw Hill: *Math Triumphs* (6th EL/Intervention) (2008)
- Pearson-Prentice Hall: *Prentice Hall Mathematics Intervention* (7th) (2009)

Algebra Readiness

- America’s Choice: *Ramp-Up to Algebra California* (8th) (2008)

Algebra 1

- California Preparatory Math Education: *Algebra Connections* (8th) (2008)

High School

Algebra 1

- California Preparatory Math Education: *Algebra Connections* (2008)

Geometry

- CPM Education Programs: *Geometry Connections* (2007)

Algebra 2

- CPM Education Programs: *Algebra 2 Connections* (2009)

Pre-Calculus

- CPM Education Programs: *CPM 4 Math Analysis* (2003)
- Glencoe *Advanced Math: Concepts of Pre-Calculus* (Vallejo) (1997)

Calculus

- Key Curriculum Press: *Calculus: Concepts and Applications* (2005)
- Houghton Mifflin: *Calculus* (Vallejo) (1998)

Science:

High School

Science 1

- Glencoe: *Science Probe I & Science Probe II* (1997)

Biology & Introduction to Life Science

- Prentice Hall: *Biology – California Edition* (2006)

Biology II

- Pearson Prentice Hall : *Essentials of Anatomy & Physiology*

AP Biology

- Prentice Hall: *Biology* by Campbell Reece (2005), 2007, 2008)

Chemistry

- McDougal Littell: *World of Chemistry* (2007)

AP Chemistry

- McDougal Littell: *Chemistry – Zumdahl 7th Edition*(2007)

General Science

- Glencoe/McGraw Hill: *Science Interactions Course 4* (1999)

Physics

- Pearson Prentice Hall: *Conceptual Physics* (2009)

Physics & Technology

- Cord Communications: *Physics in Context* (2005)

Forensic Science

- Kendall Hunt: *Forensic Science* (2007)
- Paradigm Publishing, Inc: *Biotechnology – Science for the New Millennium* (2007)

History/Social Science:

Middle School

Social Science 6

- Holt: *California Social Studies: World History, Ancient Civilizations* (2006)

Social Science 7

- Holt: *California Social Studies: World History, Medieval to Early Modern Times* (2006)

Social Science 8

- Holt: *California Social Studies: Unites States History, Independence to 1914* (2006)

High School

Geography

- McDougall Littell: *World Geography Today* (2006)

World History

- Pearson Prentice Hall: *World History: The Modern World* (2007)

US History

- McDougall Littell: *The Americans* (2006)

Government

- Pearson Prentice Hall: *Magruder's: American Government* (2006)

Economics

- Pearson Prentice Hall: *Economics: Principles in Action* (2007)

AP Government

- Houghton Mifflin: *American Government* 10th Edition (2006)
- Honors Economics
- Glencoe/ McGraw Hill: *The Economy Today* 10th Edition (2006)
- Psychology
- National Textbook Co/McGraw Hill Co.: *Psychology and You* (2000)
- Humanities/Law & Justice Academy
- Glencoe/McGraw Hill: *Street Law* (2005)

WHEREAS, the administration has determined that sufficient textbooks or instructional materials are provided to each pupil enrolled in foreign language and health classes, and laboratory science equipment are available for science laboratory classes offered in grades 9-12, inclusive;

World Languages:

Middle School

Spanish

- Prentice Hall: *Paso a Paso*: Level 1 (2000)

High School

Spanish

- Prentice Hall: *Paso a Paso*: Level 1-3 (2000)

French

- Prentice Hall: *Bon Voyage*: Level 1-3 (2001)

Filipino

- University of Hawaii Press: *Conversational Tagalog (1981) & Intermediate Tagalog (1981)*

THEREFORE, it is resolved that, for the 2009-10 school year, the Vallejo City Unified School District is providing each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks of the California Department of Education; and

FURTHERMORE, it is certified that each pupil in the District in kindergarten through grade twelve, is being provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science
- Mathematics
- Reading/language arts
- Science

For students in K-8, the instructional materials in social studies were purchased from an approved standards-aligned State adoption list as required by *CCR, Title 5*, Section 9531. The State Board of Education adopted new standards-aligned instructional materials for grades K-8 in History-Social Science in November 2005. The Vallejo City Unified School District has provided each pupil with a standards-aligned textbook or basic instructional materials from this adopted list beginning August 21, 2007, which is the start of the first school term that is within 24 months following the State adoption of these materials.

For students in K-8, the instructional materials in science were purchased from an approved standards-aligned State adoption list as required by *CCR, Title 5*, Section 9531. The State Board of Education adopted new standards-aligned instructional materials for grades K-8 in Science in November 2006. The Vallejo City Unified School District has provided each pupil with a standards-aligned textbook or basic instructional materials from this adopted list beginning August 20, 2008, which is the start of the first school term that is within 24 months following the State adoption of these materials.

For students in K-8, the instructional materials in math were purchased from an approved standards-aligned State adoption list as required by *CCR, Title 5*, Section 9531. The State Board of Education adopted new

standards-aligned instructional materials for grades K-8 in Math in November 2007. The Vallejo City Unified School District has provided each pupil with a standards-aligned textbook or basic instructional materials from this adopted list beginning August 20, 2008, which is the start of the first school term that is within 24 months following the State adoption of these materials.

For students in grades 9-12, the instructional materials listed above were adopted following District review of the materials and their alignment with State content standards as required by *CCR, Title 5*, Section 9531 and various provisions of the Education Code.

The State Administrator of the Vallejo City Unified School District adopted new standards-aligned instructional materials for History/Social Science 6-12, April 18 May 16 and June 6, 2007; English 11-12, April 18, 2007; Algebra 2, September 5, 2007; Biology 2 and AP Chemistry on June 6, 2007. The Governing Board adopted new standards-aligned instructional materials in science and math on June 18, 2008 and November 12, 2008, and adopted new standards-aligned instructional materials in math 6 and 12, social studies 10-12, and the 9 – 12 Biotechnology, Humanities/Law and Justice, and Hospitality Academies on September 2, 2009. The Superintendent has certified to the Governing Board that the District has provided each pupil with the District-adopted standards-aligned textbook or basic instructional materials as of August 19, 2009, the first day of the 2009-2010 school year.

Future local adoptions based on State Board adoptions for core curriculum materials in grades K-8 have been delayed pursuant to recent legislation that permits school districts to postpone adoptions in core areas for up to 5 years due to the financial difficulties the State is experiencing, and the severe reductions in educational funding.

The Governing Board certifies that these materials meet the requirements of the Education Code and Title 5 and are provided in sufficient quantities so that each student has a textbook and related instructional material for both the classroom and home use.

This resolution is adopted and certification is made pursuant to the requirements of the Education Code by the Governing Board of the Vallejo City Unified School District.

Cris “Oggee” Villanueva, President, Governing Board

Adoption of Resolution Attested to by:

Reynaldo Santa Cruz., Interim Superintendent

October 7, 2009

Date

VALLEJO CITY UNIFIED SCHOOL DISTRICT

October 7, 2009- Board Meeting

Notice of Public Hearing

Sufficiency of Textbooks and Other Instructional materials

The Vallejo City Unified School District intends to hold a public hearing for input from the community regarding sufficiency of textbooks and other instructional materials.

Notice is hereby given to all interested parties and to the public in general. Further details may be obtained at the Offices of the Director of Elementary Education and/or Director of Secondary Education, 665 Walnut Ave, Vallejo, CA 94592.

Notice is also given that the Board of Education of the Vallejo City Unified School District will receive public input on this matter at its regular meeting on October 7, 2009, beginning at 5:00 pm in the Governing Board Room at 665 Walnut Ave. Written comments may also be forwarded to the Director of Elementary Education and/or Director of Secondary Education on or before the meeting date of October 7, 2009.

Posted: September 23, 2009

ADDENDUM P

INCIDENT REPORT

LOST – STOLEN BOOKS & MATERIALS

NOTE: INCIDENT SHOULD BE REPORTED WITHIN ONE WEEK OF THE LOSS!

OFFICIAL USE ONLY		
INDEBT	CLEAR	LIBRARY REISSUE
<div style="border-top: 1px solid black; margin-bottom: 5px; min-height: 20px;"></div> Signature of Administrator		
<div style="border-top: 1px solid black; margin-bottom: 5px; min-height: 20px;"></div> Date		

Student Name (PRINT CLEARLY)

Date Reported

Date & Time of loss (approximately)

DIRECTIONS:

1. Obtain the necessary information (indicated below) from the library for the books you are reporting lost. The Library will assist you **before school, after school, during break time, or at lunch – NOT during class time.**
2. After obtaining the necessary information from the Library, **return with this form to the Dean.**
3. The Dean will make a determination as to responsibility and either Clear you or indebt you for the loss.
4. After the Dean has signed the form, you may return to the Library to be re-issued the necessary book/s: **before school, after school, during break time or at lunch.**
5. If you have been **indebted** for the loss, you will need to **go to the Finance Office** to pay for the book/s: **before school, after school, during break time or at lunch.**
6. After making payment, be sure to **retain your receipt.** Should your books be found you may take your receipt back to the Finance Office for a refund. **(Receipts are required for refunds).**

BOOK #	NAME OF BOOK ASSIGNED	TEACHER	PER.	COST

EXPLANATION AS TO HOW LOSS OCCURRED:

ADDENDUM Q

FIELD TRIP NOTICE TO TEACHERS AND PARENTS

FIELD TRIP NOTICE TO TEACHERS AND PARENTS

Name of Student _____ Teacher in Charge _____

Arrangements have been made and approved for a field trip by _____
(class/Club)

_____ to go to _____
(Grade)

on _____. The group will leave school at _____ and return at _____.
(Date) (Time) (Time)

The method of transportation will be by BUS ☐ or CAR ☐ driven by _____
(parent/teacher)

DUE BY: _____ **RETURN TO:** _____ **COST:** _____
(Cash Only!)

OTHER: _____

DISCLAIMER: BUS FARE MONEY WILL NOT BE REFUNDED!

TEACHER APPROVAL:

The above student has agreed to make up any work missed in class as a result of this field trip and has my approval to participate.

Period	Class	YES	NO	Teacher Signature
1				
2				
3				
4				
5				
6				

Library Clearance (No Book Debt) _____

Assistant Principal's Signature _____

Other (Finance/Athletic Director/etc.) Signature _____

PARENT PERMISSION

The above student has my permission to participate in this field trip. In case of an accident, the adult in charge is authorized to seek medical assistance. I hereby agree to waive any liability on the part of the school.

Parent/Guardian Signature _____ Phone Number _____

It is the student's responsibility to complete this form at least 5 days prior to the field trip. These forms are to be taken on the field trip by the teacher in charge.

ADDENDUM R

Drop Form Used for Students Transferring from School to School – Examples

This is the form from the Aeries system that is used at VHS – see below

School Name
School Address
School Telephone

Current Date

Student Withdrawal Report

Stu#: Birthdate: Age: Perm ID #:
Student Name: Sex: CSIS ID#:
Address: E/C: Leave Date:
City: Grade: Enter Date:
Locker #:
Last Day Attended: _____

Reason for Leaving: _____

New Address: _____

Authority for Withdrawal: _____

Sec#	Per	CrsID	Course Title	Rm#	Teacher	Mark	Citz	W/H	Signature
	1								
	2								
	3								
	4								
	5								
	6								

*Please sign above and show average grade from the beginning of the current semester to the present time.

Librarian Signature: _____

DOCUMENTED: _____

*Finance Signature: _____

INDEBT/CLEAR: _____

DOCUMENTED: _____

Registrar Release: _____

RETURN COMPLETED FORM TO:

Registrar's Name

To request records, please send a fax request to:

FAX #

PH#

ADDENDUM R Continued

FORM USED AT HOGAN HIGH SCHOOL

Name				<p align="center">HOGAN HIGH SCHOOL 850 Rosewood Ave. Vallejo, CA 94591</p> <p align="center">STUDENT CLEARANCE</p> <hr/> <p align="center">AUTHORIZATION</p>			
Date							
Student Number							
Grade							
Transfer to							
Drop							
Locker Number							
Period	SUBJECT	Room Number	Teacher	Grade to Date	TEXTBOOKS Cleared Not Cleared		Comments
1							
2							
3							
4							
5							
6							
TREASURER		CAREER CENTER		REGISTRAR		LIBRARIAN	

ADDENDUM S

LETTER FROM REGISTRAR TO SCHOOL OUTSIDE DISTRICT CONCERNING A STUDENT WITH DEBT.

LETTERHEAD OF THE SCHOOL

MEMORANDUM

To: Registrar/Records Clerk
From: Registrar

Subject: INDEBTEDNESS

This student is currently indebted to our school and your assistance will be greatly appreciated in recovering the book(s) or funds.

Please inform the parent or guardian of this indebtedness.

Transcript will be unofficial until indebtedness is cleared.

DROP FORM USED FOR INTERDISTRICT AND OUT-OF-DISTRICT TRANSFERS

ADDENDUM S Continued

LETTER FROM REGISTRAR TO PARENT OF STUDENT WHO HAS TRANSFERRED INTO VCUSD FROM ANOTHER DISTRICT WITH TEXTBOOK DEBT.

(SCHOOL LETTERHEAD)

(Current Date)

To the Parent/Guardian of
(Address of Student)

Dear Parent/Guardian:

We are in receipt of a notification from your child's previous school (Name of School) that he/she is indebted \$(amount) (see attached report). The previous school **will not** be sending (District School Name) High School official records until the indebtedness is cleared. No official credits will be sent to us and we will be unable to post any credits on the transcript.

When you have cleared your indebtedness from (Name of School), please bring proof of clearance of your indebtedness. Otherwise, your student will not be able to obtain official records, participate in school activities, walk the graduation line or receive a diploma.

California Education Code C.E. 48904.3 Upon receiving notice that a school district has withheld the grades, diploma or transcript of any pupil pursuant to Section 48904, any school district to which the pupil has transferred shall likewise withhold the grades, diploma or transcripts of the pupil as authorized by that section, until such time as it receives notice, from the district that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

(Name of Registrar)
Registrar

ADDENDUM T

NOTICE SENT TO ALL STUDENTS IN MID-MAY IN PREPARATION FOR TEXTBOOK COLLECTION

This notice is edited to apply to your school site and then photocopied on the back side of the actual list of items checked out to each student. The list is produced in the Destiny “billing report function.” This list also includes overdue items and fines for lost or damaged library & textbooks.

READ THIS IMPORTANT INFORMATION REGARDING YOUR BOOKS!
--

Attention (School Name) Students and Parents!

All library books and textbooks are expected to be returned by (Friday, June fill in correct date). Our school district is in a budget crisis and need all books returned, to assure there are enough books for all students in the fall!

Do Not return books to your teachers! Return textbooks directly to the Library so they are scanned in and you are properly credited. We ask you to *WAIT* to be sure your name appears and is credited when the book is scanned. If you have lost a book, payments must be made by Credit Card (high schools only), Cash or Money Order only to (person at your school who receives payments) **in the Student Finance Office (or other location at your school) **at** (times this person will receive payments). *Be sure to keep your receipt for your financial records!***

Consequences for outstanding book debts may be:

- No participation in school activities including sports, drama, cheerleading, leadership, yearbook staff, field trips, dances including Prom, 8th grade or senior specific activities (**Grad Night**).
- Your transcript is withheld if you transfer to another school.
- No library book checkouts until your debt is cleared or paid.
- **As an (8th grader or senior) you may not be cleared to participate in the (promotion ceremony/ graduation ceremony)!**

ADDENDUM U

EXAMPLE

(School Name) Middle School Promotion Ceremony Check-Off Sheet

Students are reminded that participation in promotion ceremonies is a privilege. In order to earn this privilege, students must avoid the following for the remainder of the school year:

- *Receiving a grade lower than a D- as a semester grade in English or Math*
- *Being suspended from school in the second semester*
- *Having any outstanding unpaid debts (i.e. book bill or any debt)*
- *Having any truancies of one period or more in the second semester*
- *Receiving more than two behavioral referrals or class suspensions in the second semester*
- *Not attending promotion ceremony practice*
- *Being a behavioral problem during ceremony rehearsal*

If you are not able to participate in the ceremony due to the requirements, it does not mean you will not be going to high school; that is determined by all final grades; letters will be sent the week after school. **Please note:** All 8th grade students must complete this form whether they are participating in the end of the year activities or not.

Student Name: (Please Print) _____

Course:	Final Grade:	Teacher Signature:
English	_____	_____
Math	_____	_____

All indebtedness must be cleared. Please list all indebtedness in the space provided. If nothing is owed, please just sign in the signature column. Thank you.		
	List of Indebtedness	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Library		
Administrative Signature for Clearance		

Must be returned to the Main Office by June (Date) – NO EXCEPTIONS!!!

ADDENDUM U Continued

(printed on back of Promotion Ceremony Check-off Sheet)

TEXTBOOK CHARGES

Textbook Damage	Charge (Minimum = \$5.00)
Writing/Graffiti in book	Minimum: \$ 5.00 up to full price of book depending on extent of damage.
Torn page that is repairable	Minimum: \$ 5.00
Crinkled pages	Minimum: \$ 5.00
Page(s) torn out/missing from book	Full price of book
Missing barcode	Minimum: \$5.00
Broken spine of book	Minimum: \$10.00 up to full price of book depending on extent of damage.
Miscellaneous other damage (water/food/pet, etc.)	Minimum: \$ 5.00 up to full price of book depending on damage.

A price list for all textbooks and novels will be posted in the library.

ADDENDUM U Continued

High School Graduation Clearance Sheet (Example)

(School Name) HIGH SCHOOL

SENIOR CLEARANCE SHEET

Student: _____
Last Name (PRINT CLEARLY!!) FIRST NAME INT

STUDENTS: List your subjects (include 0 period and Work Experience if you have them)

1. EACH OF YOUR TEACHERS MUST FILL OUT THIS SHEET.
2. Clear indebtedness with Mrs. Layne in the Library AND Mrs. Marshall in the Finance Office.
3. Return this COMPLETED form to the Administrator at Graduation Line-Up on June 10, 2009.

PER	SUBJECT	NAME OF LOST BOOK(S) AND VALUE OF BOOK(S) PLEASE INCLUDE BOOK NUMBER	TEACHER SIGNATURE	PASSED OR FAILED	CHECK IF CLEAR
0					
1					
2					
3					
4					
5					
6					

Library _____

Attendance Office _____

Finance Office _____

**THIS CLEARANCE SHEET MUST BE COMPLETED
DURING FINALS AND TURNED IN TO THE
ADMINISTRATOR AT THE AUDITORIUM BETWEEN
12:25PM – 1:00PM JUNE 10TH OR YOU WILL NOT
PARTICIPATE IN GRADUATION NOR WILL A DIPLOMA
BE ISSUED.**

ADDENDUM V

VCUSD SECONDARY TEXTBOOK RECOVERY PLAN

Last updated 5-28-08

ADMINISTRATIVE RESPONSIBILITIES:

- **Create an incentive plan for your school and designate who will be in charge. Perhaps this could be a Leadership Class project?**
- **Please include textbook management as an agenda item for the opening of school meetings with teachers. Your School Library Media Technician or one of your Administrators can present this information to the faculty. Things to be covered are listed below. Please hold teachers accountable for these – indicate that this is part of classroom management and will be evaluated as such:**
 1. Following textbook check-out to students (**see instructions**) have teachers give the following mini-lesson as part of the overall school start-up climate . – This should be a class lesson in taking responsibility for school property: What should be done upon return to the classroom after students have checked out textbooks, Do's and Don'ts of textbook care, and the consequences for loss and damage of textbooks.
 2. Understanding the William's Requirements, understanding the teacher role in assuring that **all** their students have textbooks checked out to them, and completing the certification forms in a timely manner. Also the procedure for students entering their class after school begins, and how to manage class sets of textbooks when they have them (**see instructions – Addendum I**).
 3. Being accountable for their teacher materials – not leaving them out during their classes and keeping them locked up daily so in case they're sick, they will not disappear when a substitute is covering their classes.
 4. Completing at least 2 textbook checks per year:
 - End of the first semester
 - 1 month prior to the end of school.
 - Send students to library for billing and to be issued another textbook if their book is missing.
 - Process for checking the textbooks:
 - Assign students to bring textbooks daily or on a set weekly schedule.
 - Let them know you will be conducting periodic textbook checks for which they will be receiving a grade.
 - Verify the barcode number using the roll sheet on which you kept a record of the students' textbook barcode numbers. (This is needed for Textbook certification sheets to be completed mid-September.)
 - Students send list of names with 1 student to library to get textbook barcode numbers if some are missing from your records.
 5. Discuss strategies/consequences for large losses of teacher materials and/or class sets of books. – The library can provide a list of overdue/lost materials by teacher at the end of the year.
- Have a District policy for long-term substitutes that would include a formal check-out procedure with the Library so all teacher materials are returned before they leave. The Library will put these substitutes into the Destiny system as FACULTY and will obtain their home addresses and telephone numbers so they can be reached if materials are missing.

- INCENTIVES FOR RETURNING TEXTBOOKS – Suggestion:
 - 1 month before school is out all students will be given a list of all their outstanding books with a letter stating the incentive program for getting all books cleared and also listing the consequences for having outstanding debts. (see attached note sent out through Destiny)
 - All students with clear accounts (no textbooks out) will receive a raffle ticket for a drawing – or some other incentive to clear debt.
 - Winner will be announced on the last day of school.
 - Ideas for prizes: ipods, movie tickets, pass to Marine World, other?

- ADVERTISING FOR COMMUNITY SUPPORT IN THE TIMES HERALD.
 - Have the press complete an article on the problem of recovering textbooks
 - Run an advertisement requesting all parents, guardians, foster parents, etc. to return all textbooks to the schools. (Offer an incentive to the community?)
 - Contact agencies who work with families in the community to have them help recover textbooks.

- DROPS/TRANSFERRING STUDENTS
 - Registrar sends bill and letter to new school. (See samples – Addendum R) – Principals, see that your registrar is doing this?
 - Counselors complete an exit interview (Needs to be designed).
 - Inter-district transferring students – Alternative schools/programs should not accept transferring students without a proper drop form and without addressing any textbook debt issues.

- COLLECTION AGENCY
 - This is presently being explored by the District – nothing has happened here.

ADDENDUM W

COLLECTING AND DEPOSITING PAYMENTS FOR LOST/DAMAGED TEXTBOOKS

High Schools:

Library Media Technician working with the site Student Finance Clerk will bill and collect funds for lost and damaged textbooks.

Payments for lost or damaged textbooks are made directly to the Student Finance Clerk by credit card (preferred) or cash, cashier check, or money order (**No personal checks** are accepted by the District). Proper documentation (copies of receipts from Destiny and accounting receipts) will be maintained by both the Library Media Technician and the Student Finance Clerk.

Fees collected from students for lost textbooks are deposited into the administrative account for high schools.

To transfer collected lost textbook funds to the District (yearly by Sept. 15th):

1. Complete a request for check form
2. Generate a check and mail it to VCUSD – attention Accounts Receivable along with the supporting documentation.
3. Note on the memo: Textbook reimbursements.
4. The district cashier will receive the funds and deposit into account 01-0156-0-0000-0000-8699-100-0001. The district cashier will then generate a receipt with the following distribution:
 - a. The white copy to the school.
 - b. The yellow copy along with the supporting documentation to Mary Poeck, District Library Media Services
 - c. The pink copy to fiscal services.

Elementary & Middle Schools:

Library Media Technician/Clerk working with the site Office Manager will bill and collect funds for lost and damaged textbooks.

Payments for lost or damaged textbooks are made in cash, cashier check, or money order (**no personal checks** are accepted by the District). The payment will be recorded in Destiny and a receipt printed. **NOTE:** Elementary sites, please contact District Library Services for guidance when this occurs.

A copy of the receipt will be kept in a “Textbook Debt” binder in the library, a copy will be sent with the funds to the main office, and a copy will be given to the student.

Fees collected from students for lost textbooks are deposited into the student funds account for elementary and middle schools.

To transfer collected lost textbook funds to the District (yearly by Sept. 15th):

1. Complete a request for check form and forward it to the district student fund accounting technician along with the supporting documentation.

2. The district student fund accounting technician will generate a check and give it to the district cashier along with the documentation.
5. The district cashier will receive the funds and deposit into account 01-0156-0-0000-0000-8699-100-0001 and generate a receipt.
3. The district cashier will send
 - a. The white copy to the school.
 - b. The yellow copy along with the supporting documentation to Mary Poeck, District Library Media Services.
 - c. The pink copy to fiscal services.

ADDENDUM X

TEXTBOOK REFUND PROCEDURE

When students and/or parents return a textbook on which a fine has been paid, they will receive a receipt from the Library Media Technician (LMT) indicating that a refund is due. They will take this receipt to the Student Finance Clerk (H.S.) or the Office Manager (M.S.) and the refund will be processed. Please let students/parents know that it may take up to 3 weeks for the refund check to arrive. When the Student Finance Clerk or the Office Manager issues the check, the refund needs to be “updated” in Destiny in the student’s account.

When a book is returned to the library by someone other than the student who checked it out, Destiny will indicate with a notice on the screen that a fine has been paid on the book and a refund is due. A refund statement will be printed. The LMT will then generate the letter below, as long as the book has been returned within one year of its due date (see page 14, #7., vi., a. & b.). A copy of this letter will be kept in the Textbook Debt notebook in the library.

SCHOOL’S OFFICIAL LETTERHEAD

(Name and Address of Parent/Guardian)

Date: _____

Dear Parent/Guardian of _____ (Student Name)

A textbook for which you paid has been returned to our library and you are due a refund in the amount of \$ _____. Please complete the information below and bring it along with the attached refund statement to the school finance department (high schools)//Office Manager (Middle Schools) between the hours of 8:00am and 3pm (call ahead to be sure) so that a refund check can be initiated for you. Receipt of the check may take up to three weeks.

Name to appear on the check: _____

Your current address: Street: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Telephone # _____

Email: _____

Attachment: Copy of Refund Statement from Destiny