

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 7.27
MAINTENANCE AND CONTROL OF TEXTBOOKS/INSTRUCTIONAL MATERIALS**

(1) GENERAL GUIDELINES

(a) All textbooks/instructional materials that are purchased by the Board for use by students attending the Milwaukee Public Schools are and shall remain the property of the Board.

(b) The Board, as legal owner of the textbooks/instructional materials used in the Milwaukee Public Schools, shall make such arrangements for the distribution of textbooks/instructional materials to students as it may deem effective and economical. The Board may delegate to its employees, under such terms as it deems best, the power to requisition, distribute, and manage textbooks/instructional materials.

(c) Students enrolled in a class requiring the use of adopted or approved textbooks/instructional materials shall be provided with the necessary textbooks/instructional materials by the classroom teacher. The principal shall ensure that classroom teachers receive ample supplies of the adopted or approved textbooks/instructional materials. Textbooks/instructional materials furnished for use by a Milwaukee Public Schools' teacher shall be returned to the school textbook coordinator at the end of the school year, or, in case of withdrawal before the end of the year, the textbooks/instructional materials shall be returned to the school textbook coordinator/bookstore at the time of withdrawal. All students with disabilities shall participate in the general curricular offerings of the school, as per their IEPs, and shall have use of adopted or approved textbooks/instructional materials. The principal shall ensure that classroom teachers receive ample supplies of the adopted or approved textbooks/instructional materials for all general and special education students. If the principal is not supplied with the necessary textbooks/instructional materials, he/she shall requisition them.

(d) Textbooks/instructional materials furnished for use by a student attending the Milwaukee Public Schools shall be returned to the class teacher at the end of the school year, or, in case of withdrawal before the end of the year, the textbooks/instructional materials shall be returned to the teacher/bookstore at the time of withdrawal.

(e) Each student, or his or her parent/guardian, shall be responsible for all textbooks/instructional materials issued. Any student failing to return all issued textbooks/instructional materials shall not be allowed to take textbooks/instructional materials off of the school premises until the textbooks/instructional materials previously issued but not returned are paid for by the student, parent or guardian. The school shall, however, allow students to use textbooks/instructional materials (in school) during each school day. Under circumstances determined by the principal, the school may waive or reduce the payment required after considering the following factors: loss due to fire or other act of nature, family income status (low-income/free or reduced-price lunch), and the student's history of caring for school property.

(f) To the extent possible, materials provided to individual teachers and students are to be recorded in the district-wide electronic textbook-management system.

(2) TEXTBOOKS/INSTRUCTIONAL MATERIALS ADOPTION

The district's city-wide textbooks/instructional materials adoptions generally occur on an eight-year cycle and should support alignment across PreK-12 grade levels, including related Advanced Placement (AP) and International Baccalaureate (IB) courses. A school may decide on an alternative approach that is educationally sound if the school submits a proposal that is approved by the director of the Department of Curriculum and Instruction or other individual as designated by the superintendent. Alternate materials must be planned for and purchased within a time frame that does not disrupt the

educational process. Schools that do not pursue this alternative route must purchase the adopted textbooks/instructional materials.

(3) STUDENT ACCESS TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

(a) Each student within a classroom, including students with disabilities, will have equal access to any available textbooks/instructional materials by one of the following options, as recommended by the Superintendent or his or her designee:

1. textbooks/instructional materials provided for each student to take home;
2. textbooks/instructional materials provided via a classroom set;
3. textbooks/instructional materials provided as both a classroom set and take-home copy for each student; or
4. other specified arrangement, as deemed appropriate by the principal/school leader to the subject area, including, but not limited to, on-line technology.

(b) The educational program and policies of a school must not preclude a student from having access to appropriate instructional materials, particularly adopted textbooks. Parents and students must not be required to be personally proactive in order to gain access to textbooks/instructional materials; that is, such requirements as security deposits or that parents individually check textbooks/instructional materials out of the library are deemed inappropriate.

(c) When there is a problem of loss or misuse of textbooks/instructional materials, a school community should evaluate the educational and other causes and solutions. Students, parents, teachers, and others must all be effectively involved in addressing the issues.

(d) Principals shall appoint school textbook coordinators who will be responsible for distributing, collecting, and conducting an inventory of all textbooks/instructional materials at the school level through the use of a district-wide textbook-management system. Guidelines shall be developed for schools on accountability and on issuing replacement textbooks/instructional materials.

(e) If a teacher gives an assignment that requires textbooks/instructional materials, each student must be allowed to take related textbooks/instructional materials home or be able to access materials on-line or through other appropriate access (e.g. after school on school premises), if needed.

(4) FUNDING CONSIDERATIONS

(a) All newly adopted textbooks/instructional materials shall be funded centrally. Adopted textbooks/instructional materials shall be provided for all students including students with disabilities. Special education teachers shall be provided with teacher editions at multiple grade levels to appropriately support the students in their class(es). Schools that choose and receive approval for alternative materials for a given course shall be credited with the funds that would normally be allocated for textbooks/instructional materials for that course and should then purchase alternative materials from school funds.

(b) Textbooks/instructional materials that are purchased by the Board are district assets and, therefore, cannot be sold by schools.

(c) Funds collected by the district due to the sale of obsolete textbooks/instructional materials shall be returned to a centralized revenue account.

(5) OPTIONAL PURCHASE OF TEXTBOOKS/INSTRUCTIONAL MATERIALS BY STUDENTS

The principal or designee shall, upon request of any student, or the parent of any student, sell to such individual making the request, textbooks/instructional materials of the kind requested at a price not to exceed the cost paid. Such purchasing matters shall be processed through the office/bookstore, with the proceeds of such sales being returned to the Board.

History: Adopted 4-24-86; revised 2-24-93; reaffirmed 2-22-95; revised 1-28-10, 12-16-10

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