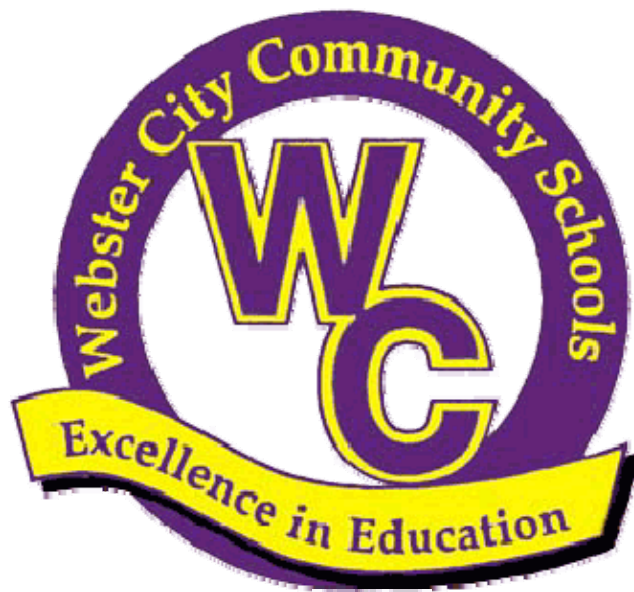


Webster City Community School



Textbook Policy

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Introduction

The Webster City Community School District is committed to providing each student with an equitable education. This textbook policy is designed to ensure that all students will have access to the appropriate textbooks that will enrich their learning experience as we continue to work together to Raise the Bar and Close the Gap.

Goals

- Develop and maintain a database of school textbooks
- A standard procedure for textbook contracts
- A standard procedure for the distribution and collection of textbooks and hold all stakeholders accountable
- Clear accountability structure for all students, parents, school and district staff

Section 1 – Inventory Procedure

Purpose

The purpose of the WCCS Textbook Inventory is to have a current database of school textbooks.

Procedure for Textbook Inventory

1. The Principal will ensure that the **Inventory Form** (page 7) is current for the number of books in inventory. A copy of this form will be sent to the Curriculum Department the first week of October for the upcoming school year. If using your own excel/word format form to be sent to the Curriculum Department; use the headers for your columns as described on page 7.
2. Each Teacher is ultimately responsible for the completion of the process of collecting all books at the end of the school year.
3. Each Principal will collect the appropriate monies from students for lost, damaged, or destroyed books. The collection and retention of said monies will be done in accordance with district guidelines. Said monies will be used to replace lost, damaged or destroyed books. Each school will be held responsible for replacing books that were not recovered at the end of the school year.
4. The Curriculum Department will update the Inventory Form for textbooks that were purchased due to increased enrollment or replacement of lost books. A copy of this revised form will be sent to the Principal. This revised form will replace any previous forms for that particular textbook.

Section 2 – Textbook Responsibilities

Purpose

To provide procedures to request, distribute and collect textbooks to ensure equitable access for all WCCS students.

Requests for Additional Textbooks

Request for Additional Textbooks

1. Teachers will request additional textbooks from the Curriculum Director.
2. The Curriculum Director will determine if there are surplus textbooks based on the Inventory Form that was submitted to the Curriculum Department in October. That form will be compared against a Report from Infinite Campus which lists Student names and Course names. After comparing, if no textbooks are available, the Curriculum Director will forward the request to the Principal of the building.
3. The Principal will fill out the **Textbook Request Form** (page 8) with the required information and send it to the Curriculum Director.
4. Once the order has been filled, the Curriculum Department will update the copy of the Inventory Form for any textbooks that were requested, and in return will send a copy of the updated Inventory Form to the Principal of that building. This updated Inventory Form will replace any previous forms for that particular textbook.

Teachers/Student in School Responsibility

The Webster City Community Schools supplies each of its students with textbooks in order to support and enhance learning. Students are expected to use textbooks, care for them and return them in good condition.

If a student loses or fails to return a book, the parent/guardian is responsible to reimburse the Webster City Community School for the replacement costs of the textbook. Replacement value shall be processed through the Principal of the school in which the book was originally assigned.

Textbook Distribution

1. The teacher distributes books and completes the **Textbook Assignment Form** (page 10). The students will complete a **Student Textbook Contract Form** (page 9). These two forms will remain with the teachers until the end of the school year when textbooks are collected or sooner if a student should transfer during the school year.

Textbook Collection

1. The teacher will collect books as follows;
 - Elementary schools will collect books 4 days prior to the last day of school
 - Middle School will collect books 4 days prior to the last day of school.
 - High School will collect books the day after the final exam.

2. The student will complete the **Student Textbook Contract Form** at the time of collection by entering a return date along with their signature.
3. The teacher will verify the return of each student textbook through the **Textbook Assignment Form**.
4. After completion of the textbook collection, the teacher will provide a copy of the **Textbook Assignment Form** to the Curriculum Director identifying the names of students who have not returned textbooks.
5. The Curriculum Director will compile the information and send copies of the **Textbooks Assignment Forms** to the Principal.
6. The Principal will keep a record of the information and take appropriate action.

Transfer Students

1. The teacher will follow the above steps for students who transfer to and from a school during the year.
2. Transfer students shall be held responsible for returning all textbooks to the departing school. If the textbooks are not returned or paid for, the receiving school will follow the WCCS Textbook Policy as outlined above.



Webster City Community Schools Inventory Form

(Principal submits copy of form to Curriculum Dept. by October 7th)

School Information:

School name & address:

Textbook Information:

Book Title:	Subject:	Publisher:
ISBN Number: (13 digit #)	Copyright Date:	Lead Author:
Teacher Quantity:	Student Quantity:	Book Type: Hardback or Softback (Circle One)

Principal's Signature _____ Date _____



Webster City Community Schools Textbook Request Form

(Principal fills out and submits to Curriculum Dept. when needed)

School Information:

School name & address:

Textbook Information:

Book Title:	Subject:	Publisher:
ISBN Number: (13 digit #)	Copyright Date:	Lead Author:
Quantity Requested:	Book Type: Hardback or Softback (Circle One)	

Principal's Signature _____ Date _____



Webster City Community Schools Student Textbook Contract

(Student completes when semester begins)

Student Textbook Contract – 2014/2015

Name (Print) _____ Date _____

Teacher _____ Course _____

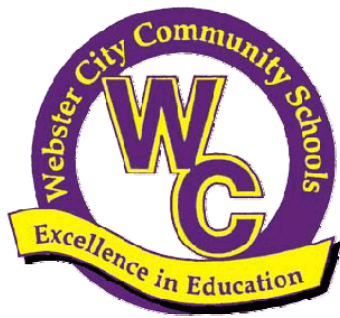
I hereby agree to use the following textbook(s) with proper care and to return them in satisfactory condition or pay for them (replacement costs).

Title of Textbook	Textbook #	Condition	Date Received	Date Returned	Condition Returned

I have read and fully understand the above information.

Student's Signature _____ **Date** _____

Student's Signature (returned) _____ Date _____



Webster City Community Schools Textbook Assignment Form – 2014/2015

(Teacher completes when semester begins)

Student's Name	Textbook Name	Textbook #	Date Received	Date Returned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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29				
30				

Teacher's Name _____ Date _____
 Teacher's Signature _____
 Course Name _____