Textbook Distribution Process

Beginning July 1, 2014, Columbus City Schools (CCS) changed how materials are distributed and funded. Historically, textbooks and ancillaries (materials) have been provided free of charge, regardless of how many a school has requested over the life of a particular title or course enrollment. This practice is expensive and needs to change based on our current budget crisis. Starting July 1, middle and high schools will be provided textbooks and ancillary materials free of charge based on course enrollment. Book Processing will compare course enrollment with their perpetual inventory to determine if additional materials should be provided at no charge.

It is understood that there will be exclusions to the above process and those will be made on a case-by-case basis.

How the Process Will Work

The process will involve an automation software to distribute, track and collect textbooks. The system (Insignia), will allow each school to review their building's textbook inventory, distribution, and produce various reports. The Insignia inventory, along with the Infinite Campus course enrollment numbers, will be used to determine free vs. need to purchase materials.

Each textbook shipped requested will be added to the perpetual inventory for each school. This perpetual inventory will be used to determine whether a school should receive materials free of charge. Once a school is supplied with free or purchased materials, those become the responsibility of the school and should be safe guarded as such. When teachers leave the district, are transferred, retire or are displaced, all of the materials provided to them should be collected and kept by the school for future use. Failure to do so could result in the school being required to purchase those materials when needed again.

Financially Disadvantaged Students

This new approach will apply to all students including financially disadvantaged free or reduced students. Ohio Revised Code 3313.642 states , "A schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks, or electronic textbooks required to be furnished without charge, and for damage to school buildings". Regardless of financial status, students are required to pay for any lost or damaged text and library books. An individual's financial status should not eliminate or lessen their personal responsibility. Only in rare cases should the principal waive the repayment requirements. If repayment is waived, it is still the responsibility of the school to pay for replacement materials.

Responsibilities

The District is Responsible for:

- Determining the way and means for adopting new materials, adopting those materials, and setting the distribution patterns for all newly adopted materials
- Providing funding for newly adopted materials and providing funding to Book Processing to purchase consumables and textbooks

Book Processing is Responsible for:

- Purchasing, storing , & distributing as needed all currently adopted CCS textbooks and materials
- Providing free of charge textbooks as enrollment dictates
- Providing materials to the schools at cost if those materials are above and beyond the inventory supplied free of charge

Principals are Responsible for:

- Developing a method of distributing and collecting textbooks following best practice guidelines
- Assigning, monitoring and enforcing policies and procedures with students and staff
- Supervising the book person
- Monitoring material inventories assigned to their school
- Collecting fees from students who have lost and / or damaged district property
- Providing a computer for the book person to use
- Notifying students and parents of their financial obligations
- Notifying students and coaches, that are not eligibility to participate in extracurricular activities relating to their financial obligations
- Holding grade cards for those with unpaid financial obligations
- Keeping records of those who owe fines and fees

Book People are Responsible for:

The book person should be well organized, highly motivated, and understand that they will perform their duties throughout the school year (This is not just a start and end of school position). As such, this individual should be provided time to perform their duties. This means that the book person should be relieved of one duty in order to perform the following:

- Preparing textbooks at the beginning of the school year for distribution
- Distributing materials as prescribed by the building plan using the Insignia automation software
- Maintaining a neat and orderly book room(s)
- Placing orders for books, using ACE, when a shortage occurs
- Providing necessary forms and instructions to teachers
- Publishing book room "open" times
- Creating a lost book list at the end of the year that includes the student's names, book titles, replacement costs and barcode numbers
- Issuing new and replacement (with a paid receipt) books to students
- Attending an end of the year meeting
- Attending ordering training, if necessary
- Issuing and colleting teacher materials
- Collecting student books at the end of the school year
- Working with their principals and custodians to clean out lockers and check all books recovered against the lost list
- Performing a complete textbook inventory after the students have left for the summer

- Shipping unwanted or damaged textbooks back to HDC for processing

Teachers are Responsible for:

- Performing a book check twice per school year
- Returning surplus and / or found textbooks to the book person
- Safeguarding teaching materials and ancillaries assigned to them
- Returning all teaching materials and ancillaries in the same condition as they were received

Students are Responsible for:

- Safeguarding textbooks and ancillaries assigned to them
- Returning all textbooks and ancillaries in the same condition as they were received
- Paying for any lost and / or damaged textbooks and ancillaries in a timely manner

<u>**Best Practices for Textbook Distribution and Collection**</u>

The distribution and collection of textbooks is a "building event" that should have the cooperation of the entire staff. There is no one size fits all distribution model. Each school will have to determine the best way to distribute and collect textbooks using the following below requirements. There are several factors to consider, bookroom location(s), whether the distribution area has a data drop, electrical outlet, and a computer (All of which need to be supplied by the building. If your plan requires a new data drop or electrical outlet those cost will have to come from the buildings budget and the process could take up to six weeks due to the need for a city permit), whether the traffic flow will be safe and suitable, and whether the area needs to be secured, etc… Below are several examples of how to distribute textbooks. Your school may use parts of these examples or develop a process that is unique and best for you. Whichever process a school institutes, the distribution and collection process needs to be followed.

- **The required actions for distribution are:**
  - **Textbooks must be scanned out to the student**
  - **Students must print their name in the books assigned to them**
- **The required actions for collection are:**
  - **The textbooks are collected and scanned in**
  - **A report is generated for all students who fail to return all of their textbook**
  - **That report is turned into the office for processing**
  - **A building textbook inventory is completed using Insignia after the students leave for the summer**

Prior to the Start of School

Prior to the start of school, the building administration should create a distribution plan that allows each homeroom or student to receive their materials. The book person, in conjunction with others, should know which books are needed and have them staged accordingly. This can be accomplished by providing the book person with each student's schedule.

Distribution of Textbooks

During the first week of school, each student (according to the buildings plan) should visit the distribution area to collect needed textbooks. Students should arrive to pick up books with their schedules in hand. Knowing which homerooms or students are coming, the book person should have the needed books available for pickup. The process should be an assembly line type process. As students receive their books, they are immediately scanned and two copies of a printout are produced for each student showing the books received and their unique barcode numbers. The student signs one report confirming that they received their textbooks. They will then return that copy to the book person and then they should sign each book. (Tables and pens should be provided.)

Distribution examples:

Most Recommended Procedure, Example 1: School **A** plans to distribute their books to each homeroom. The books are staged in each homeroom (pre-scanned to each student); each home room teacher distributes the books, has the student verify the barcode numbers and sign the verification report and the teacher collects each signed students verification report and returns them to the book person.

Pros: All of the student's books are available on the first day of school, less time needed to distribute books, any shortages are known prior to the start of school.

Cons: Requires more up front work for the book person, last minute schedule changes may affect book distribution, book person will need to know in advance how each teacher will use the textbook (classroom set, one book to each student...) student will have in their possession all of their books at one time, a locker visit may be necessary.

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Example 2: School **B** plans to distribute their books from the auditorium stage. Their stage has a data drop, electric, room for all of the schools books, and room for distribution. At the end of this school, year all of the textbooks are returned to the auditorium stage in preparation of the start of next year. Any remaining books in the bookrooms are brought to the auditorium, sorted, staged and ready for the beginning of next year.

Pros: All of the textbooks are in one location, easy to pull books as needed, requires less up front work by the book person.

Cons: All books must be staged in one location, students must leave their rooms to receive their books, slower process (each order is pull on demand), requires more than one person to distribute the books.

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Example 3: School **C** plans to distribute their books using the hallway near their main book room. Books orders are pulled prior to student arrival. Book are distributed by school schedule, scanned, verification report signed, students sign their books, and students return to class.

Pros: Timely distribution (if the book person knows in advance the distribution schedule), less up front work by the book person, and any shortages are known prior to the start of school.

Cons: All books must to staged, students must leave their rooms to receive their books, requires more than one person to distribute the books, and hallway disruption.

During the School Year

The book person should provide a schedule for students and teachers with the periods that the bookroom is open. Prior to the start of any extracurricular season, the book person should review their records and notify the coaches, students and principal of any student who has outstanding financial obligations and let them know that they cannot participate any extracurricular until their financial obligations are resolved.

Collection of Textbooks

At the end of the school year, each school should have developed a collection plan that is best for their school. The plan should allow for students to return their textbooks to the book person / bookroom. Immediately upon the books being returned, the book person should scan as returned and immediately produce a report, if needed, for any student who has failed to return all of their books. After the students have left for the summer and the locker checks have been performed, the entire textbook inventory needs to be rescanned to double check that everything has been accounted for correctly.