



Superintendent's Circular

NUMBER:
CAO-03
Version 01

TEXTBOOK MANAGEMENT

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

School Committee policy and state law recognize the student's right to use textbooks, on a loan basis, without charge. As a public school system, we have a responsibility to supply our students with the textbooks and other materials they need for school use. Accordingly, School Committee policy states that "no student should be required to furnish or pay for any books or other materials for school use, with the exception of materials used for certain practical arts projects that result in items that belong to the student after the project's completion."

School Committee policy and state law also recognize the student's responsibility to use and not abuse or lose these same textbooks and materials. School Committee policy states that "students will be required to pay for textbooks and other school-owned materials that they lose or damage" (ref. Student Fees, Fines and Charges - Policy File). Under Massachusetts law, the sums recovered from pupils in the public schools for loss of schoolbooks ... may be used by the School Committee for the replacement of such books or materials ... (M.G.L. c.44, §53).

As school leaders and teachers, we are concerned that resources be maximized and not misused. Instructional material costs are significant. It is important that school leaders, teachers, students,

and parents understand and adhere to our policies and procedures for the care of textbooks and other instructional materials. The following guidelines, based on long-standing School Committee policy, have been established and should be followed for the lending of books to pupils.

PREPARATION, STORAGE, AND CONTROL OF TEXTBOOKS

- All textbooks and library books shall be numbered and an inventory maintained by the school leader. School Committee policy requires that "Heads of school/principals will be responsible for and will keep complete records of all books... and other instructional materials furnished to their schools." The inventory should include:
 - Title of book
 - Author
 - Publisher and year of publication
 - Date of purchase (for all books purchased for SY21 and beyond)
 - Class subject for which it is used (textbooks)
 - Name of teachers to whom the textbooks are issued (textbooks)
- All textbooks should be stamped with the school name on the inside of the front cover. Each textbook should be numbered and recorded on the inside of the front cover.
- All textbooks shall be stored in secure rooms, lockers, or cabinets. Principals/heads of school or their designees shall ensure that a record is maintained of every textbook that is removed from storage.
- Principals/heads of school shall ensure that teachers maintain an inventory of textbooks that includes the

condition of the text and who it is assigned to for each quarter, trimester, semester, or year.

- Principals/heads of school should work with teachers, students, and parents to raise their awareness of the importance of caring for and replacing textbooks. The Guide to the Boston Public Schools for Families and Students references this information. School-based rules should outline the rules and responsibilities for using textbooks and the penalties for violations.

TEACHER'S RESPONSIBILITY

- Teachers should maintain a record of the title, the textbook number, and the name of the pupil to whom each textbook is lent and should check periodically that students have the textbook assigned. Librarians must establish and maintain an appropriate inventory control system and loan procedure for all library books, materials and equipment assigned to the school library.
- Teachers should encourage students in the proper care, including covering, of loaned textbooks.

STUDENT'S RESPONSIBILITY

- The book is to be returned to the principal of the school or to the teacher authorized to receive it at any time required by them and in as good condition as when received, allowance being made for the wear and damage caused by careful use.
- If lost or damaged by carelessness or accident beyond what may be reasonably allowed, the book is to be replaced by

the pupil to whom it is loaned and as required by the School Committee.

- Written notice of any previous defacement is required when the book is received.
- Damage by marking, tearing, etc. is not allowed.
- Students who transfer within the Boston Public Schools or who leave the school system shall return all textbooks and library books to the schools that loaned the books.

Principals/heads of school should notify appropriate staff (e.g., registrars, guidance counselors) to make a note on the appropriate sign-out forms of any student leaving school who has not paid the replacement costs of lost or damaged books. High school seniors should not be allowed to sign out on the last day for seniors (i.e., day 170) without returning or making restitution for a lost or damaged book. A copy of any open account form should be retained in the temporary record of any student who does not pay the replacement cost of a damaged or lost book.

- Students who transfer within the Boston Public Schools should not be loaned textbooks or library books in their receiving schools until they have returned or arranged to replace all their books from their sending school.

PARENT RESPONSIBILITY

- Parents should be informed of textbook loan and/or library book loan conditions at the beginning of the school year. Notification should be made in the form of a letter to parents in the language of the home and in any newsletters sent home to parents at the start of the school year.

- Parents of students who lose or damage textbooks and/or library books should be informed by the principal/head of school, in writing, within 30 days of learning of the loss/damage and the cost of replacement.

REPLACEMENT OF TEXTBOOKS

- If a student damages or loses a textbook and/or a library book and the student and parent refuses to make restitution, a replacement book must be made available for classroom or library use. However, restrictions may be imposed (e.g., students may use text only during class but may not take the text out of the classroom).
- If a student damages or loses a textbook or library book and the student and parent continue to refuse to make restitution by the start of the following school years, the student will be subject to penalties under school-based rules.
- With respect to penalties for students who do not pay the replacement costs of lost or damaged books, principals/heads of school should involve the School Site Council in establishing school-based rules and corresponding penalties. These penalties might include but not be limited to prohibiting the student from attending certain school activities not related to the instructional program. Before any penalty is imposed, the principal/head of school must provide advance written notice to the student and their parents/guardians. The written notice must provide the student and their parents/guardians with an opportunity to remedy the situation prior to actual imposition of the penalty.

- An appeals process should be provided to address issues such as claims of “hardship” or improper assessment of damages (e.g., the loss or damage of a book which is not the result of the student’s negligence, parent has proof that payment was made, etc.). All appeals should be heard by the principal/head of school, who should issue a written decision, a copy of which should be forwarded to the parent and a copy of which should be filed in the student’s temporary record. In addition, flexibility in the method of payment should be offered (e.g., school service projects being performed by the student in lieu of dollar payment is one possibility).
- All funds collected for lost or damaged textbooks and/or library books should be forwarded by principals/heads of school to the business manager for deposit in a revolving account for the purchase of replacement textbooks. The business manager will allocate the revolving account book funds, giving priority to the schools that collected money for lost/damaged books.

TEXTBOOK INVENTORY AND REPLACEMENT PLANS

- Before budget collaborative, principals/heads of school shall estimate their textbook needs for the following school year, based on textbooks checks and on projected student enrollment and shall develop a textbook replacement plan. Instructional Leadership Teams and School Site Councils should be involved in the development of the replacement plan. Replacement books should be ordered by individual schools. Texts that are part of curriculum adoption of BPS-recommended curricula or those that will be used in new classrooms will be purchased by central office.

- In June, at the end of the school year, principals/heads of school shall conduct a thorough inventory of textbooks.
- Principals/heads of school shall maintain a record of every student who does not arrange to replace textbooks that are lost or damaged. The record should include the book receipt signed by the student when the book was loaned.

Summary of significant dates and deadlines:

Date	Activity
By the end of the 2nd week of school	Principals/heads of school send letters to families regarding district textbook policy.

For more information about this circular, contact:

Owner:	Chief of Teaching and Learning
Department:	Office of Teaching & Learning
Mailing Address:	2300 Washington St., Boston, MA 02119
Phone:	617-635-9000
Email:	OPL@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENT 1

Dear Parent/Guardian:

As the new school year begins and we loan textbooks and other resource materials to our students, I would like to ask for the help of all parents. We need your help if we are to reduce the number of lost and damaged books. Textbooks are very expensive today, many costing as much as \$60.00 each. We have worked hard over the past two years to update and replace our books. As a result, most of our textbooks are less than five years old and are in good condition.

Some subjects or courses may not use a textbook; instead, they use reference books, original source documents, and/or library research materials.

Please work with your child and with us to keep our books in good condition. I ask that you remind your child of the following:

- All textbooks and library books are the property of the Boston Public Schools and are loaned for the use of students while they are enrolled.
- All textbooks and library books used for classroom work and homework should be respected and returned in good condition.
- Students/parents are accountable for books and must pay for the replacement of lost or damaged books.

- All textbooks that are taken home by students should be covered.

All materials used to support classroom instruction, all textbooks, library books and resource materials should be cared for so that they can be used by other students in the future. I appreciate your assistance and cooperation in this effort and thank you for your help.

Our best wishes to you and your child for a successful school year.

Sincerely yours,

Principal/Head of School

School

File: EDB-R

MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT

Heads of school/principals will be responsible for and will keep complete records of all books, globes, maps, charts, apparatus and computers, and other state-of-the-art instructional materials furnished to their schools.

Approved prior to 1988.

Policy Manual, School Committee of the City of Boston

FORM 134

Boston Public Schools

PUPIL'S BOOK RECEIPT

Date:

Subject:

Teacher:

Received:

Number:

I promise to return in good order or replace with a new one.

Room: _____

Pupil's Signature:

Form 134 9/98