Richmond County School System



Instructional Materials Procedure Manual

Created February 2010 - Revised October 2016

Table of Contents

Introduction	1
Procurement	1
RCSS Adoption Policies	1
State Adoption Policies	2
Distribution	3
Checkout – Elementary and Middle	3
Checkout – High School	4
Fill-In Orders	4
Transfers	5
Fines	5
Discards	6
Maintaining District Inventory	6
Responsibilities by Position	7-10
Definitions	11

Appendix

Tubman Education Center (Alternative) Procedures
New Textbook Flowchart
School Procedures Flowchart
Media Specialist Flowchart
Text book ordering Instructions
Transferring Textbooks in Destiny
Textbook Damages Form
Sample Letter to Parents
Textbook Specifications
Discard Form

One of the most critical functions of a school system is to deliver instructional materials into the hands of the teachers and students in an adequate amount of time. Destiny Textbook Manager gives RCSS a powerful tool for managing textbooks.

In order to describe the procedures, the textbook system should be broken into four distinct functional areas – procurement (includes Georgia Department of Education's textbook rules), distribution, check-out and responsibilities. The four areas are necessarily related and reliant upon one another.

PROCUREMENT including Georgia DOE Textbook Rules

The Georgia Department of Education defines a textbook as "systematically designed instructional material in any medium, print or non-print, that constitutes the principal source of study for or directly enhances the instruction of a state-funded course" and to prescribe the textbooks to be used in the various grades in the public schools of this state, including the elementary grades and high school grades. The state board may provide, by regulation, for multiple listings of books for use in the various grades and may, in its discretion, authorize the county school superintendents or the superintendents of independent school systems to exercise a choice between books so listed or adopted for any particular grade." (20-2-1010)

> The recommendation process is based upon a six-year cycle, which repeats itself in the seventh year. Each year of the cycle, the state reviews learning resources and learning resources that relate to a particular subject or group of subjects in order to create a state-recommended list of materials. Publishers of record are invited to submit their materials for consideration and present their materials to an advisory committee. Evaluation sites, one in each of the congressional districts, are opened in the summer, so that educators and the general public may also view and evaluate the materials. Based on the recommendations from the advisory committee, the State Board of Education votes to approve the list of materials.

Note: RCSS is not required to adopt during this cycle per rule 160-4-4.10

RCSS Adoption Procedures

The following procedure will be followed in Richmond County:

1. The preliminary textbook review committee members will be selected from the areas as listed: The Board President will appoint one member of the Board of Education. The Board of Education Advisory Council will appoint one of its members. The PTA Council will appoint five parents-at-large. The Superintendent will appoint three principals and three assistants--one per each level—elementary school, middle school, high school. Principals will work with the subject coordinator to appoint six elementary teachers, six middle school teachers, and secondary department heads or designees. All foreign language teachers and all fine

arts teachers will serve on the review committee for their respective subject areas. The vocational supervisors will comprise the review committee for vocational textbooks. Ex-officio members, without voting privileges, will be the Board of Education President, Superintendent, Executive Director, and the Director of Curriculum. The subject area coordinator will facilitate the committee. The major responsibility of the committee is to review and select three titles from the Georgia Department of Education Textbook List and other learning resources based upon the needs of the students.

State Recommended Adoption Procedures:

In year *prior* to adoption:

• February/March
(1) Set up and meet with curriculum committees for revision (2) Define curriculum and look at the current curriculum (3) Look at scope and sequence, format, and content (4) Establish a survey to determine strengths and weaknesses of the current curriculum
• April/May
(1) Get results of curriculum survey

In year *of* adoption:

• July
(1)) Review results of curriculum survey
(2)) Revise, restructure, rewrite curriculum guides
(3) Issue new guides in draft form to use for one year
• August
(1) Establish criteria for evaluating books
(2) Establish guidelines and procedures for adoption
• September
(1) Establish descriptors for each criterion
(2) Look at methods of evaluation
• November
(1) Ask publishers to begin sampling books to schools
• February
(1)) Get evaluations from schools
(2) Eliminate to three series
• March
(1) Hear presentations from publishers and choose series
• March/April
(1) Submit choice(s) for local school board approval
• April
(1)) Order books with processing from the company

For further information about Georgia DOE Textbook rules, visit http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Learning-Resources.aspx

DISTRIBUTION

Textbooks should be barcoded at the Publisher. This would incur a cost of .50 to $1.00 per book (depending on the publisher). Textbooks would be sorted and shipped in boxes by barcode ranges. Textbooks would be shipped to one centralized location. Textbooks would be prepared for distribution to the schools at the selected distribution center. Any questions regarding textbooks should be directed to the Instructional Inventory Manager at 706-826-1000 ext. 5291.

- Textbooks must be cataloged correctly into the Destiny Textbook Manager system.
- Barcoded copies must be added to each record with a range assigned to each school.
- Textbooks will arrive at each school with barcodes. "Richmond County Schools" is printed on the barcode instead of the specific school name. Barcodes will be on the back of the book and inside of the cover.
- Consumable items such as workbooks and paperback novels will not be barcoded. They will be counted and added to the system.
- Textbooks will arrive "In Transit" in the Destiny Textbook Management System from the distribution center to each school.

CHECK-OUT

After textbooks arrive at each school, they must be processed before checking them out to teachers or students.

- Textbooks must be received from the "In Transit" status in Destiny.
- The AP or Administrative Intern should scan each book into the system – if there is any discrepancy in the number sent from the distribution center and the number received, the Media Specialist should notify the Instructional Inventory Manager immediately.
- After checking books in, the check-out process can begin.
- If a book arrives damaged or without a barcode, please contact the Instructional Materials Manager.
- School check-out procedures can be determined by the school (there are two methods outlined below), but the procedure has to result in the books being assigned to individual students. An AP or Administrative Intern cannot check-out books to a teacher or give books to students without the books being checked-out in the Destiny system.
- **During the first days of school (while the check-out process is going on), each school should make sure that there is extra help in the Media Center.**
- Students are responsible for checking for damages to issued books. Students will fill out the Instructional Materials Damage form. Students will turn in the form to their teacher or the Media Specialist. The form will be kept on file until the end of the year. Students failing to turn in the Damage form will agree that all books issued were in good condition.

Method 1 (works best for Elementary schools – can be used in Middle schools)

1. After processing books, use library tables to stack each textbook type by grade level (i.e. have a table for Math books, a table for ELA books, etc.).
2. Have a custodian or other staff member help deliver any books from bookrooms in the school.
3. Set up a schedule (by hall, teacher, or whatever works for your school) for each class to come to the Media Center.
4. Instruct the teacher of the process before bringing his/her class to the Media Center that each student should pick up a book from each table.
5. Have the students bring the books to the check-out desk.
6. Find the student's name in Destiny and check-out the stack of books to each student.

Method 2 (works best for High Schools – can be used with Middle Schools)

1. Train teachers how to use Destiny during Pre-Planning (call Media and Instructional Technology for assistance in training if necessary).
2. Process any new books before they are distributed.
3. Check books out to teachers.
4. Teachers should check books out to individual students.
5. Any teacher not using Destiny for check-out must ask for assistance from the Media Specialist.
6. If a student leaves one class for another, the teacher must take up the book and check it in and the new teacher must check a book out to the student.
7. If a teacher does not have enough books for students, he/she should notify the AP or Administrative Intern.
8. The AP or Administrative Intern should look in Destiny to find the book in the school in another teacher's class. If the book is located, the AP or Administrative Intern should transfer it from one teacher to the other.

FILL-IN ORDERS

1. If there is a shortage of books in a school, the Media Specialist should inform the Assistant Principal or Principal.
2. The Assistant Principal or Administrative Intern should request more books using the Destiny Textbook ordering system.
3. All fill-in orders are required to be placed into the Destiny Textbook ordering system.
4. The Instructional Inventory Manager will check Destiny to make sure that books are not available somewhere within the county before placing an order.
5. If the books are available at another school, books will be transferred by Instructional Inventory Manager.
6. All orders must be approved by the Instructional Inventory Manager.

TRANSFERS

Instructional materials (including student texts and workbooks, Teacher's Editions, and kits) will be transferred directly between schools, using existing equipment and personnel from the Textbook distribution center.

1. Using Destiny, the RCSS Instructional Inventory Manager will determine whether the needed books are available within the system.
2. The RCSS Instructional Inventory Manager will notify the AP or Administrative Intern at the school(s) where the needed books have been found (Note: If the information in Destiny is inaccurate, the AP or Administrative Intern must notify the Instructional Inventory Manager immediately and provide information on what books are actually available at the school).
3. The AP or Administrative Intern will pull and box the required books, and place them "in transit" to the receiving school in Destiny (See Transferring Textbooks in Appendix).
4. The RCSS Instructional Inventory Manager will provide a list of the books to be collected and their location to staff, who will then collect the needed materials and deliver them directly to the receiving school's AP or Administrative Intern.
5. The AP or Administrative Intern at the receiving school will verify the books received and accept them into the school's catalog in Destiny.

TEXTBOOK FINES

From Richmond County Board of Education Policy JBCBA (see appendix):
At the end of each semester or beginning of each semester or school year, or each grading period, the Principal should make diligent efforts to collect for such items and give the parents an opportunity at that time to make satisfactory arrangements to pay for such lost or damaged items. The Principal should inform the parents that the child will not be denied admission to school, but that payment is a legal obligation and shall be required as allowed.

When a child is transferring school systems or any permanent records of the child are requested by another entity, those records should not be sent until the fees have been collected.

While a child shall not be denied the right to graduate, or to march if the graduation is a requirement, the actual diploma may be held in the possession of the school system until obligations are paid.

Other legal means such as suit will. be pursued as will disciplinary action in appropriate cases.

<u>School Level</u>
Assistant Principal, teachers and media specialist are encouraged to use good judgment when assessing fines for lost and damaged textbooks. Take into account the binding of the book, condition of the book and the nature of the loss or damage.

Note: Occasionally, there are problems with new textbooks, such as binding breaks that do not hold up under normal use. If books in use in your school seem to have publisher defects, please report such to the RCSS Instructional Materials Manager as soon as problems are discovered. If it is determined that a publisher defect has caused the damage, the books should be replaced by the publisher. Students should not be charged a fine for these books.

.

Dear Parent/Guardian:

(SAMPLE)

Your student has received copies of the textbooks being used in their classes. Those books are to be covered with book covers. Textbooks are issued according to the barcode number. Therefore, students must return the same books that were issued to them. Remind students not to leave their textbooks in classrooms. If another student uses their book and it becomes damaged or lost, your student is still responsible. Students have two weeks to inspect their textbooks and report damages on attached form. Damage not reported and noted may be charged at the end of the year. When textbooks are returned at the end of the school year fines may be charged for writing, water damage, torn or missing pages, and damaged or missing barcodes. Parent and/or student are responsible for all lost items.

Student Name: _____ ***Student Signature:*** _____

Parent Name: _____ ***Parent Signature:*** _____

The Richmond County School System recognizes that the rising cost of instructional materials must be addressed in order to maintain our goal of academic excellence for our students. The Richmond County School System provides textbooks and other instructional materials at no cost to the students and their parents/guardians. Students are responsible for the proper use and care of those instructional materials issued to them. The parent, guardian, or other person having custody of the student to whom the instructional materials are issued shall be liable for any loss, abuse, or damage in excess of that which would result from normal use of the materials. Therefore, students will be charged the replacement cost if a book is lost or is rendered unusable.

A note must be made in Destiny to explain any damage to a textbook and the fine charged.

DISCARDED MATERIALS

1. The AP or Administrative Intern should fill out discarded textbook form.
2. Barcodes and Titles of Textbooks and Instructional Materials should be removed from the inventory in Destiny.
3. The AP or Administrative Intern should request a Gaylord for discarded books from the Instructional Inventory Manager.
4. All textbooks and instructional materials must be placed into the Gaylord provided to the school.
5. The AP or Administrative Intern will contact the Instructional Inventory Manager once the Gaylord is full for removal.
6. The Instructional Inventory Manager will contact a vendor for removal of the Gaylord from the school.

MAINTAINING DISTRICT INVENTORY

1. Instructional Inventory Manager enters the inventory program into Destiny Textbook Manager for all schools to maintain inventory for new school term.

2. Instructional Inventory Manager checks schools on weekly basis for items accounted, unaccounted and listed as lost.

3. Reminder is sent to all schools before Spring break on date a completed inventory is due for the end of year.

4. Upon completion date, inventory is checked at all schools for finalizing of accounted, unaccounted and lost items by verifying percentage rate by Instructional Inventory Manager.

5. Schools that are in complete and percentage rates are unacceptable are then notified.

6. Upon all schools completion, Instructional Inventory Manager finalizes the District Inventory in the Destiny Textbook Manager System.

RESPONSIBILITIES

A. Richmond County Board of Education

B. RCSS Superintendent

C. RCSS Textbook Committee

D. RCSS Instructional Materials Manager & Staff

E. Vendors

F. Principal/Assistant Principal – Campus

G. School Bookkeeper – Campus

H. RCSS Financial Office

I. Media Specialist – Campus

J. Curriculum Coordinators

K. Instructional Coach(es) – Campus

L. Teacher

M. Student, Parent or Guardian

A. RCBOE - RCSS School Board

1. Adopt a policy for selecting instructional materials. Final selections must be recorded in Board minutes.
2. Consider and ratify the textbook committee recommendations.
3. Notify the State Board of Education of the textbooks selected for the following school year from among the textbooks on the appropriate conforming or nonconforming list.
4. Guarantee that textbooks are distributed to students in an effective and economical manner. High school materials may be distributed to middle school students enrolled in high school classes.
5. Delegate to an employee the authority to requisition, distribute, and manage the inventory of textbooks in a manner consistent with the Georgia State code and the State Department of Education policy.

B. RCSS Superintendent

1. Make recommendations to the School Board for appointment of a local textbook committee.
2. Serve or designate member of the committee to serve as chair of the textbook committee and recommend committee members.
3. Supervise employee delegated to requisition, distribute, and manage the inventory of textbooks. In emergency cases, signs textbook administration forms.

C. RCSS Textbook Committee

1. Review and make needed revisions of RCSS textbook policies and procedures on an annual basis.

D. RCSS Instructional Inventory Manager

1. Coordinate all textbook activity with the State of Georgia
2. Is accountable for all state adopted materials charged to the District.
3. Conduct an annual physical inventory of all currently adopted instructional materials that have been requisitioned by and delivered to the District. The results of the inventory shall be recorded in the District's files. Textbook loses are reported to the state and lost books are paid for or replaced by the district.
4. Add books by barcode range in Destiny and deliver textbooks to each school
5. Maintain a Textbook Hotline.
6. Transfer books between schools physically and in Destiny.
7. Pick up discarded books from each school.
8. Process Fill-In Orders.

E. Vendors

1. Affix a specific number and property label to each textbook.
2. Box books by barcode ranges
3. Ship textbooks to one location

F. Principal/Assistant Principal – School

1. Alert Data Entry Clerk of any new teachers who need to be added in system.
2. Approve orders for replacement textbooks for those lost by students.
3. Ensure that a separate campus textbook activity fund is maintained.
4. Require all textbooks be covered.

G. School Bookkeeper

1. Collect fines and costs and issue a receipt for all monies paid.
2. Deposit all money collected from students, parents or guardians for lost and destroyed textbooks into the campus textbook activity fund.
3. Maintain a separate campus textbook activity fund.

4. Make sure that barcodes from lost or damaged books are written on all receipts.
5. Refund monies for textbooks that are found.

H. RCSS Financial Office

1. Receives monies collected from schools.
2. Make sure that all expenditures meet State requirements.

I. Media Specialist – School

1. Maintain all textbook records and a statement of current charges.
2. Verify shipments of textbooks in software management system.
3. Ascertain that all extra textbooks are kept in one or more controlled access book room(s).
4. Collect textbooks when students move to another school.
5. Conduct an annual physical inventory of all textbooks, teacher editions and support materials.
6. Schedule textbook checks periodically during the school year.

J. Curriculum Coordinators

1. Conduct surveys of proposed textbooks for adoption.
2. Alert Instructional Inventory Manager of publisher chosen for new adoption and number of books needed for initial adoption.
3. Provide District training for newly adopted textbooks and accompanying materials.

K. Instructional Coach(es) – School

1. Keep up-to-date with current textbooks used in the school system and the needs of her/his subject area(s).
2. Provide training on a local level for newly adopted textbooks and accompanying materials.
3. Demonstrate teaching strategies using support teaching materials.

L. Teachers

1. Ensure students have access to book covers and textbooks are kept covered at all times.
2. Conduct periodic textbook checks as directed by the Campus Media Specialist.
3. Keep a list of barcode numbers and the students to which they are assigned.
4. Notify the parent/guardian when a textbook is lost, destroyed, or damaged by a student.
5. Return surplus books to the Campus Media Specialist.
6. Ensure that all textbooks issued to the student are returned if the student withdraws from the class/school; this should be done at the time the teacher brings the withdrawal forms to the Campus Media Specialist for signature.

7. Keep secure and in good condition all teacher materials issued.
8. Pay for all lost or severely damaged teacher materials issued.
9. Return all books to the Campus Media Specialist at the end of the school year or end of the course (including books checked out to the teacher).

High School Teachers

1. Receive the required textbooks from the Department Head or the Media Specialist.
2. Check the books out to their students by class using Destiny.
3. Check that the textbooks issued are covered.
4. Conduct a textbook check at the end of each nine-week period.
5. Notify parents if textbooks are lost, and remind them of the responsibility of paying for lost or damaged books.
6. Verify that books are returned and checked in from students who transfer to another class or school.
7. Return surplus textbooks to the Department Head or Media Specialist.
8. Check in textbooks at the end of the course term, noting any variances to normal wear and tear.
9. Keep secure and in good condition all teacher materials issued.
10. Pay for all lost or severely damaged teacher materials issued.
11. Return all books to the Media Specialist or Department Head at the end of the school year or end of the course (including books checked out to the teacher).

Optional: Textbooks may be checked out directly to the student from the Media Center. They should still be checked out by class so that teachers will be able to easily monitor use and responsibility for the books using the class lists generated by the Media Specialist.

M. Student, Parent or Guardian

1. Is responsible for each textbook issued to the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. The district or school shall allow the student to use textbooks at school during each school day.
2. Fill out the Instructional Materials Damage form to note any damages or imperfections of books issued.
3. Keep textbooks covered at all times.
4. Return textbooks to the textbook coordinator at the close of the session or when the student withdraws from school.
5. If teacher has not done so, write the student's name inside the front of the cover of the textbook and on book cover.
6. Keep the textbook in good condition. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fine for that textbook.

DEFINITIONS

A. Instructional materials
B. Supplementary materials
C. Teaching aids
D. Learning Resources (Textbooks)

A. Instructional materials

All tools that are designed for use by the students and their teachers as a learning resource and that help students acquire facts, skills, or opinions or develop cognitive processes. Instructional materials may be printed or non-printed, and may include, but are not limited to, textbooks, technology-based materials, kits, tests, etc.

B. Supplementary materials

Additional tools (i.e. out-of-adoption textbooks and teaching aids), which contain information directly supportive of the subject area being taught and make up for a deficiency, or extend, or strengthen the teaching-learning process.

C. Teaching aids

The tools and devices which accompany the current adopted textbook and assist a teacher in the teaching-learning process.

D. Learning Resources (Textbooks)

A systematically-designed material in any medium, print or non-print, that constitutes the principal source of formal study for a state-funded course.

APPENDIX

Tubman Education Center (Alternative Learning) Instructional Materials Procedures

- Tubman Education Center will have class sets of textbooks that will not be sent home.
- Textbooks will not be transferred from referring schools.
- At the beginning of the year, if there is a shortage of books at Tubman Education Center, schools may be asked to transfer "extra" books. This transfer will occur from the Instructional Inventory Department and materials will be transported by the Instructional inventory Department.
- Students will not transport instructional materials from one school to the other.

Textbook Receiving Flowchart

Curriculum coordinators handle all aspects of adoption. Coordinators determine projection numbers for order.

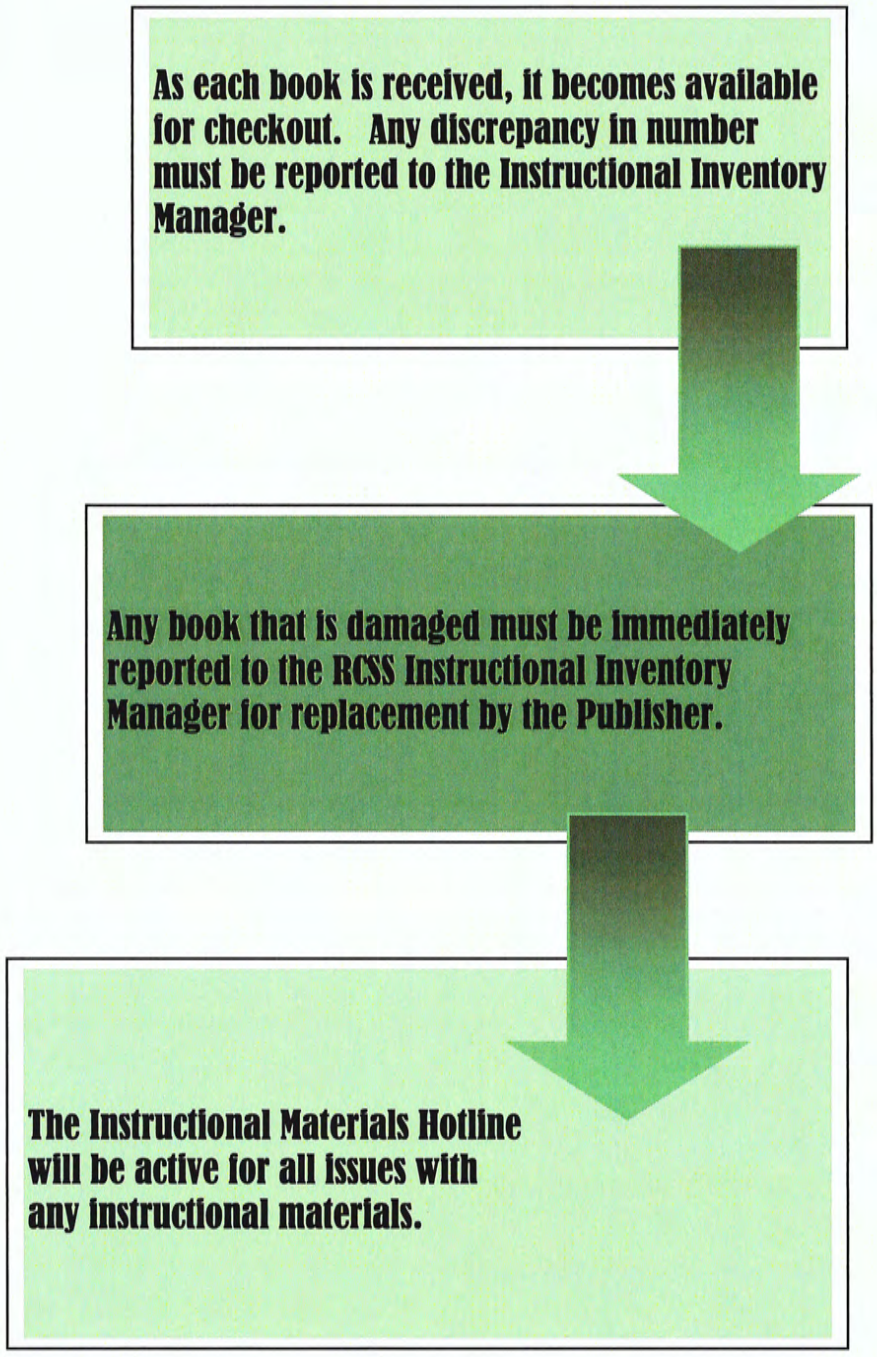
Textbooks ordered from Publisher with processing - including adding barcodes to books and boxing books by barcode range

Textbooks arrive at Textbook Distribution center

Instructional Inventory Manager to load Marc records and barcode ranges by school into Destiny

Textbooks delivered by assigned barcode range to each school by Instructional Materials staff. AP or Administrative Intern to receive books at the school.

Textbook Receiving Flowchart



School Procedures for New Textbooks

Please follow the procedures and if you have any questions, please contact Thad McKinnie, Instructional Inventory Manager (706) 826-1000 ext.5291.

Textbooks will arrive at the school with barcodes. "Richmond County Schools" is printed on the barcode instead of the specific school name. Barcodes will be on the back of the book and inside of the cover.

Consumable items such as workbooks and paperback novels will not be barcoded. These items can be accounted for in the Destiny system.

Textbooks will arrive "In Transit" in the Destiny Textbook Management System.

New books must be checked in by the AP or Administrative Intern **before** being distributed to teachers. AP or Administrative Intern must scan each book that is "In Transit" into the system.

If there is a discrepancy in Destiny, email Thad McKinnie (mckinth@boe.richmond.k12.ga.us) in the Instructional Inventory Department

After books are successfully entered into Destiny, textbooks can be checked out to each student or teacher and distributed to classrooms.

AP or Administrative Intern Textbook Responsibilities

Process any new books **Before** they are distributed.

Check out books to students or teachers.

Set up classes in Destiny

Middle and Elementary Schools: Check out books directly to each student

High Schools: Train teachers on how to use Destiny for Textbook Checkout

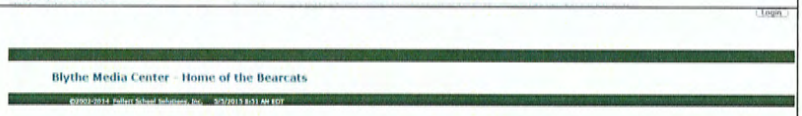
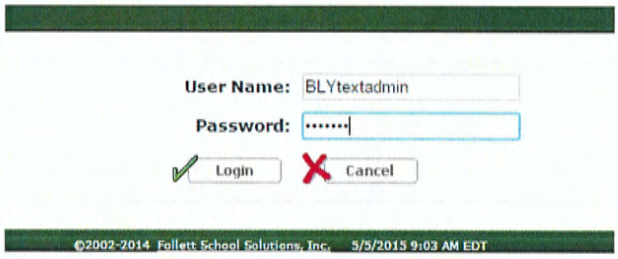
Print Textbook Reports for teachers as needed.

Give a printed report at the end of each semester to Assistant Principal showing the textbook status for each student and teacher.

Generate lost or overdue Textbook notices

Textbook Ordering Instructions 2015

Logging into the System

Go to the Destiny Homepage http://destiny.richmond.k12.ga.us and click on your school's name	
Once you get to your school's page, click on the Login button in the upper right corner	
Login with username assigned for your school and password Text123	
Once you log into Destiny, you will see several tabs... • Dashboard – can be configured to show graphs • Catalog – search for textbooks • Circulation – show textbooks checked out • Reports – run reports for your school • Back Office – Report manager, patrons • My Info – info about the user logged in	

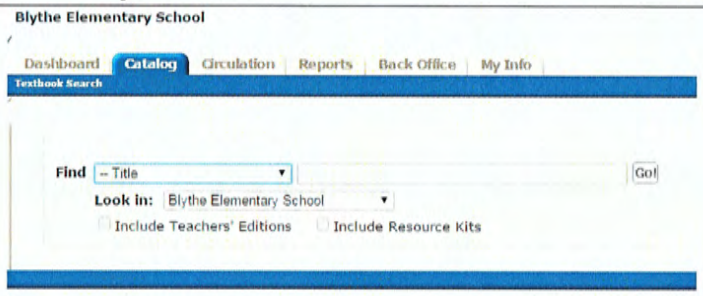
Textbook Ordering Instructions 2015

Determining Your Textbook Needs – Searching the System

First, you want to search for a particular book to see if you have it in your school and how many copies you own. Click on the Catalog tab and Textbook Search.

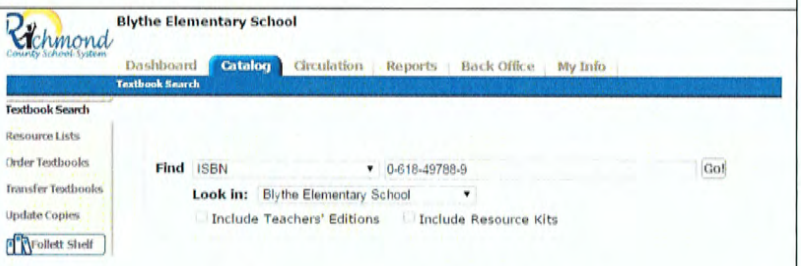
Notice that the default search is by Title. There is a dropdown arrow next to the word "Title" – click on that arrow for other ways to search. You can search by

- Barcode
- ISBN
- Budget (Funding Source)
- Subject
- Author

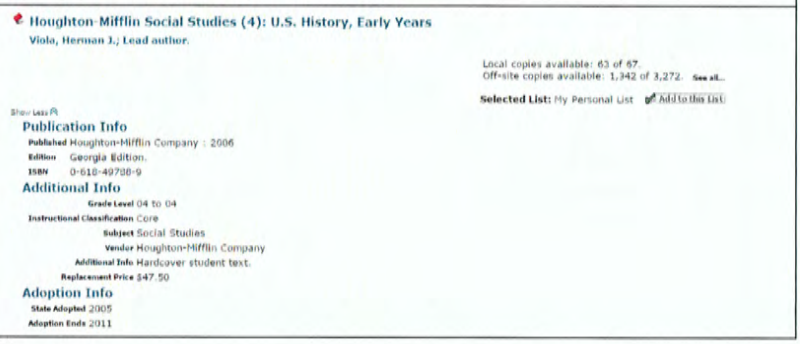


So, let's say that I am looking for a 4th grade Houghton-Mifflin Social Studies book – I would pull down the menu to ISBN and type the ISBN in the box and then click on Go!

Hint: You can find the ISBN on the book itself or on the Textbook Order Forms (online under Educators) – it is 9 or 13 digits



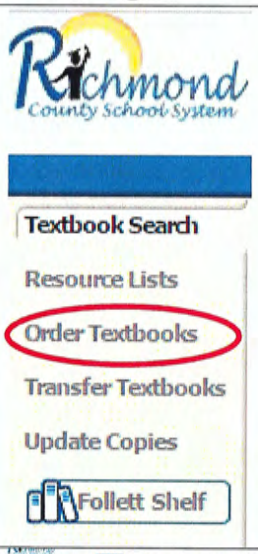
This will pull up the 4th grade Houghton-Mifflin Social Studies book.



Textbook Ordering Instructions 2015

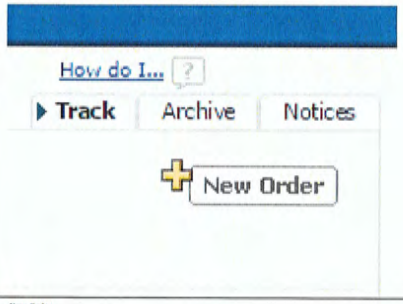
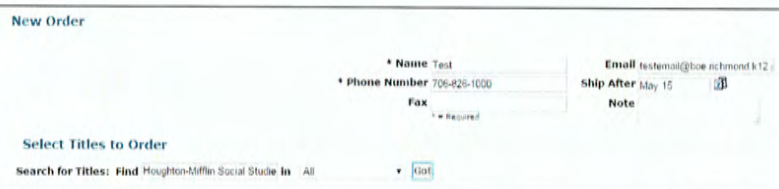
The information on the left will show you the name of the book, grade level, ISBN, author and if it is a student text or Teacher's Edition.	**Houghton-Mifflin Social Studies (4): U.S. History, Early Years** Details Viola, Herman J.; Lead author. ISBN: 0-618-49788-9 $47.50 Houghton-Mifflin Company 2006 Georgia Edition. Grades:04-04 Hardcover student text.
The information on the right shows you the number of copies on hand locally - This means that Blythe has 67 copies and that only 14 are available because the others are checked out. The number below that shows the number in the entire system.	**14 of 67 available locally** 1,280 of 3,272 off-site Add to this List

Ordering Textbooks

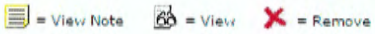
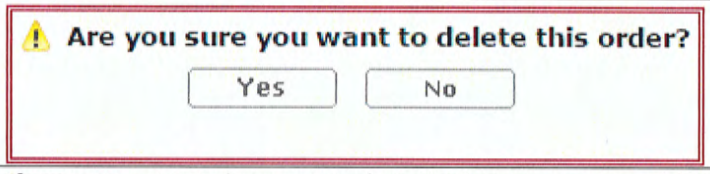
Once you know how many books that you have in your school, you can determine if you need to place an order for more. If Destiny is showing that you have more than you think you have, you may want to check with your teachers.... Often times, books are hidden in cabinets... ☺ If you cannot find the books or need assistance, contact the Instructional Materials Manager. Go to the menu on the left and click on Order Textbooks	
Once you click on Order Textbooks, you will see a page with any orders you have previously made. You can customize your view to see any orders in the system for your school.	

Textbook Ordering Instructions

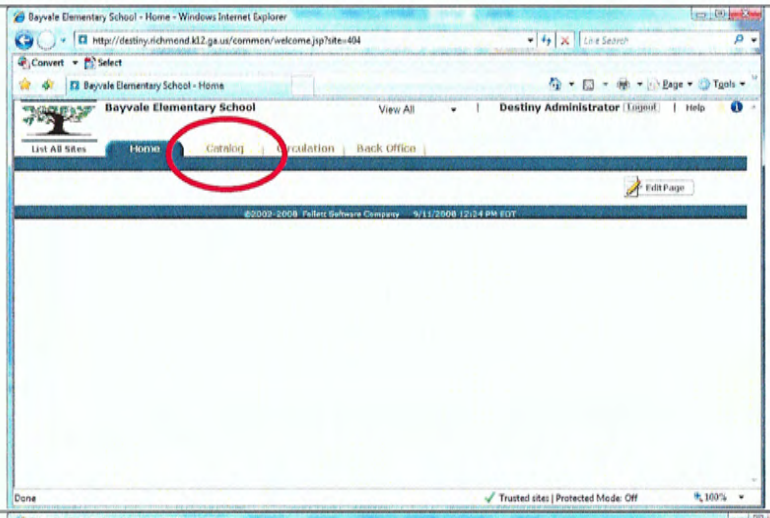
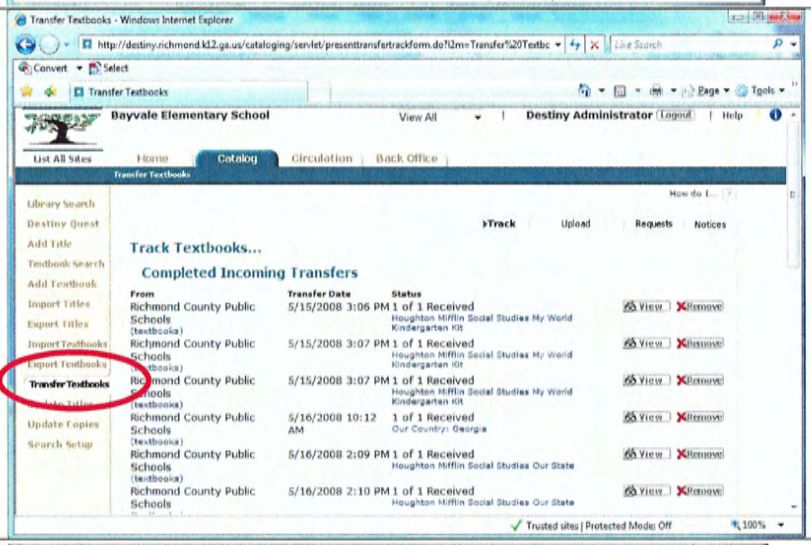
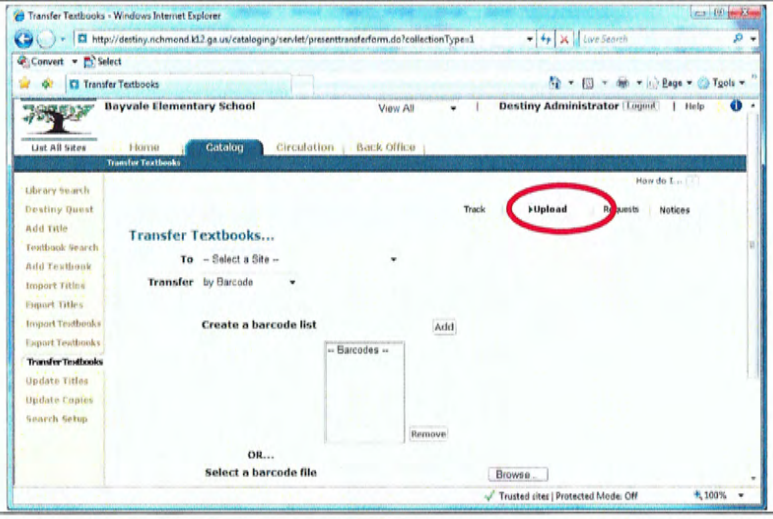
2015

Click on the New Order button on the right to place a textbook order.	
On the new order form, type in your name, your phone number, your email address, if you need books shipped after a certain date, and any notes that you need to share. Below that, select the book or books that you need to order.	
Under the Select Titles to Order section, pull down the search area menu from All to ISBN number. Enter the ISBN number and click on Go to select the book to order.	
The system will pull up the book with that ISBN number. Notice that the actual textbook shows the cost of the book as well as the number of students enrolled in the class that need that book.	
Enter the quantity requested and then click on select.	
This will start a list of books that you are ordering. You can then search for additional books and go through the same steps to add everything that you need to one list.	

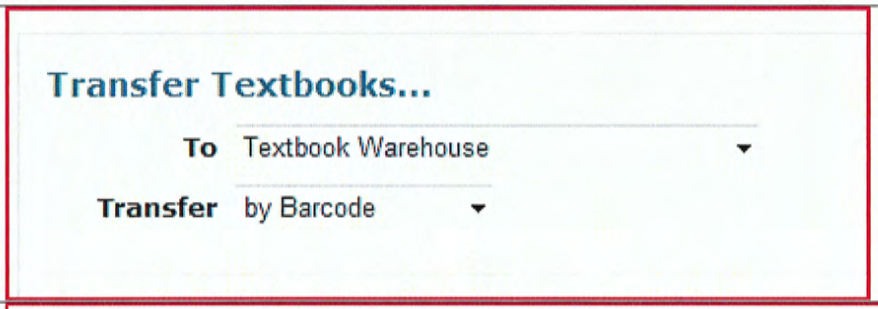
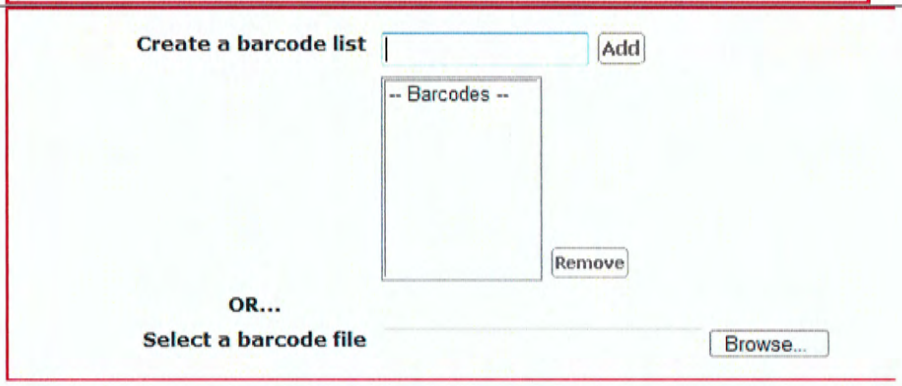
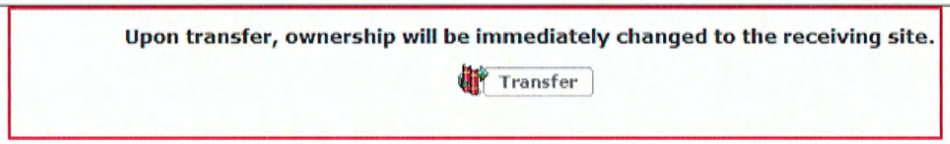
Textbook Ordering Instructions 2015

If you need to remove any items from your list, click on the red "x" to the right of the item and it will delete it.	
Once you have ordered the textbooks that you need, click on Save and Send.	
After saving and sending, the system will show you the details of your order.	
The icons to the right will allow you to view notes, view the order in detail or to remove it from your list.	
If you remove it from your list, it will delete the order. Please do not remove it from your list unless you wish to delete it completely.	
After you have placed your order, you can check on the status by logging into Destiny	If you see a Denied message after placing your order, please check the Notes. "Denied" is the system term that is used and does not mean that you will not receive your books. This just means that your books may not be ordered from the company – they may be transferred to you from another school. The note should let you know the status of your receiving the books.

Transferring Textbooks

Log into Destiny. Click on Catalog.	
Click on Transfer Textbooks.	
Click on the Upload tab.	

Transferring Textbooks

Choose Textbook Warehouse from the drop –down menu. Make sure that you are transferring by Barcode.	
Put your cursor in the box next to "Create a barcode list" – scan each book. As each book is scanned, it will appear in the box marked Barcodes. NOTE: Make sure that you transfer books of one title at one time. For example, if you are transferring 2nd grade Science – don't add 3rd grade Social Studies.	
Click Transfer when you are finished loading all books of one title. Repeat this process for the next title.	

Textbook Damage Form: School Year _____

Please fill out a section for each textbook. On side two of the sheet, both the parent and student should sign at the bottom.

Textbook Title:_____

Barcode Number:_____

Damages
Noted:_____
_____
_____
_____
_____
_____
_____
_____
_____

(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title:_____

Barcode Number:_____

Damages
Noted:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title:_____

Barcode Number:_____

Damages
Noted:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title:_____

Barcode Number:_____

Damages
Noted:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

I have inspected these textbooks and noted the damages.

_____ _____

Parent Signature and date *Student Signature*

Does your student have the following at home? Computer_____Internet Access_____Printer_____

Dear Parent/Guardian:

Your student has received textbooks being used in their classes. Textbooks should be covered with book covers to help decrease damage to the books. Textbooks are checked out to your student in Destiny Textbook Manager according to barcode numbers. Therefore, students must return the same books that were issued to them. Remind students not to leave their textbooks in classrooms. If another student uses your student's book and it becomes damaged or lost, your student is still responsible. Students have one week to inspect their textbooks and report damages on the attached forms. Damages not reported and noted on the form will be charged at the end of the year. Some examples are writing, water damage, torn or missing pages, and damaged or missing barcodes. Parents and/or students are responsible for all lost items.

TEXTBOOK SPECIFICATIONS

Richmond County Board of Education

864 Broad Street

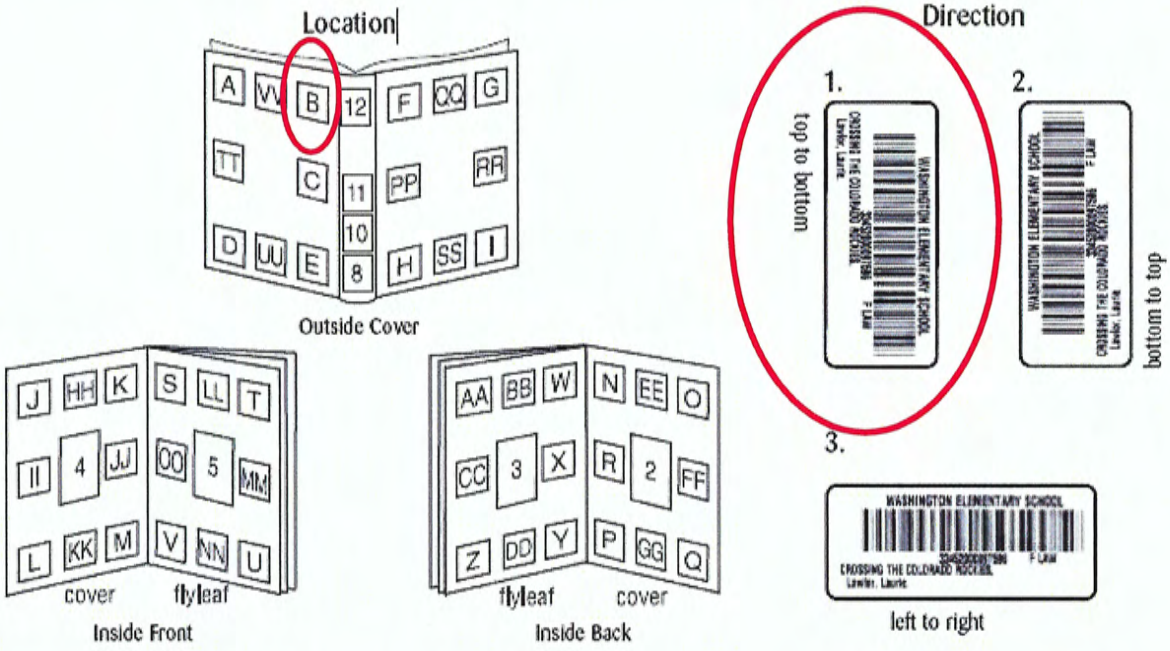
Augusta, Georgia 30901

Phone: 706-826-1275 Fax: 706-826-4651

Contact for MARC records and Barcode information: Thaddeus L. Mckinnie

Barcode Information for New Adoptions

1. Barcodes will be shipped to company from RCSS
2. Publisher will place barcodes on textbooks
3. Barcodes must stay in order
4. Please label books as specified (even if barcode obscures information on book) – the barcodes should be on back outside cover in upper corner closest to spine
5. The direction of the barcode on the book should be from top to bottom
6. Please label the outside of the boxes with the barcode range that is inside of the box



Marc Record Information

1. Please send MARC records for each textbook, teacher's edition , and kit
2. MARC format should be MARC 21/852
3. Our circulation system is Follett Destiny
4. ISBN should be 13 digits
5. Please deliver MARC records by CD-Rom to:
   Media Specialist, Media and Instructional Technology
   864 Broad Street
   Augusta, Georgia 30901
   and by compressed email file to:
   Stripki@boe.richmond.k12.ga.us

Instructional Materials Discard Form

Procedures for Discard

1. Please place materials with the same ISBN into one box. The box must weigh no more than 50 pounds. For example: 10 books –Regions Near and Far, ISBN 0-02-146004-3, 4th Grade, Social Studies.
2. Tape the top of the box and write the quantity, ISBN and Title on the side of the box in black magic marker.
3. After you have packed all of the same books in boxes with the same ISBN, if you have a mixed quantity of books in the same subject area, you may place them in the same box. For example: 4- Regions Near and Far, ISBN 0-02-146004-3 2 – Me and My World, ISBN 0-02-146200-1, and 3 – U.S. and Its Neighbors. Write the quantity, ISBN, and titles on the side of the box in black magic marker.
4. After the completion of your packing, fill out the Discard Form with the ISBN, Title and quantity. At the top of the page, write the total amount of boxes needing to be picked up with the name of the contact person and location of the boxes. You may attach the form to an email or fax the form to 706-826-4651 to the attention of the Instructional Inventory Manager. The Instructional I n v e n t o r y Department will call and make arrangements for the pickup of your discards.

Instructional Materials Discard Form

School _____ Date _____

School Contact _____ Location of Boxes _____

Total Number of Boxes _____

ISBN	Title	Quantity Teacher's Editions	Quantity Student	Number of Boxes

STUDENT FEES, FINES AND CHARGES

The Richmond County School System will provide basic instructional materials required to complete each course of study funded for credit under QBE or approved by the Richmond County Board of Education.

Schools may require students to supply materials basic to all courses, such as paper, pencils, crayons and pens; but no specific types or brands of materials may be required. Any required materials above and beyond these shall be provided by the school district. A student may choose to purchase supplies/materials and keep the finished product. Examples include computer disks used for developing programs, etc., and shop projects.

Students enrolled in Physical Education and enrolled in Davidson Fine Arts Magnet and Johnson Health Science and Engineering Magnet specialized courses will be required to provide clothing appropriate for each course. A definition of such clothing may be generic but not specific to color or brand. Special safety equipment or clothing for any course shall be provided by the school.

The Richmond County Board of Education adopted a basic list of instruments and/or equipment to provide instruments and equipment equitably to all students enrolled in the instrumental music program. However, students may rent or purchase their own instruments.

The following are legitimate charges:

1. Gate admission.

2. Student publications.

3. Graduation fees (if participation is not required).

4. Replacement/repair costs for loss or abuse of school system property.

5. Activity fees.

However, none of the above charges can be made a condition of attendance or credit within the normal day academic program. Students will be charged a reasonable fee for lost, damaged or abused school system property. All legal means will be made by the principal to collect same.

The Principal, or his designee, will notify the parents or guardian of the amount owed for lost or damaged text books, library books, system or State owned materials or equipment.

At the end of each semester or beginning of each semester or school year, or each grading period, the Principal should make diligent efforts to collect for such items and give the parents an opportunity at that time to make satisfactory arrangements to pay for such lost or damaged items. The Principal should inform the parents that the child will not be denied admission to school, but that payment is a legal obligation and shall be required as allowed.

When a child is transferring school systems or any permanent records of the child are requested by another entity, those records should not be sent until the fees have been collected.

While a child shall not be denied the right to graduate, or to march if the graduation is a requirement, the actual diploma may be held in the possession of the school system until obligations are paid.

Other legal means such as suit will. be pursued as will disciplinary action in appropriate cases.

Adopted: February 14, 1980
Amended: February 12, 1981 and August 15, 1987
Revised: October, 1990

Legal Ref.: Constitution, Art. 8, §1, Par. 1: O.C.G.A. §20-2-13; as amended, 1987; Op. Atty. Gen. 1952-53 p. 340; 1954-56, p. 225 and 258; Op. Atty. Gen. 85-35 Georgia Board of Education Policy and Executive Procedures State Standards.

STUDENT FEES, FINES AND CHARGES

Lost or Damaged Textbooks, Library Books, System or State-Owned Materials or Equipment

Teachers and/or principal will determine the amount to be charged for lost or damaged textbooks, system- or state-owned materials or equipment; librarians will determine the amount to be charged for lost or damaged library books. A minimum of 50 cents is to be charged for damages. Report cards will not be sent home unless all charges are paid; however, principals are under no circumstances to send a student home from school during the school day because the parents have not paid for the lost or damaged books, materials or equipment. If a student owes money for lost or damaged books, materials or equipment, the parents are to be notified by letter or phone that the student"s report card is in the principal"s office and the parents are to come in to review the report card and make arrangements to pay the financial obligation of the student.

# 1.	New Book	-	- Full Charge
# 2.	Used	- Good Condition	- 3/4 cost
# 3.	Used	- Fair Condition	- 1/2 cost
# 4.	Used	- Poor Condition	- 1/4 cost

Collection of textbook money should be recorded on a form similar to JS-E (Policy Reference Manual), and all money and the summarized form should be turned in at one time to the school secretary.

Rental of Student Locks on Lockers and Sale of Parking Stickers

A county-wide policy on rental of student locks, locks on lockers, and sale of parking stickers has been established. The only justification for the rental locks on lockers and sale of parking stickers is to reasonably cover the cost to the school for the same. The maximum charge shall be as follows:

Padlocks -	$5.00
Combination locks -	$3.00
Parking Stickers -	$4.00

The information above pertains to the rental of locks on lockers; this means a principal may sell a combination lock for $3.00, a padlock for $5.00 and refund $2.00 upon return of the lock at the end of the school year. Where combination locks were installed within the locker door, a maximum of $1.50 rental may be charged.

The above policy will apply to locks within the physical education department as well as the school.

Issued:	May 10, 1979
Reissued:	February 12, 1981
Revised:	October, 1990