

Downey Unified School District

INSTRUCTION

TEXTBOOKS, MANAGEMENT AND CARE OF STATE AND DISTRICT

AR 3134.3

State and District Textbooks

Education is a function of the State. These rules and regulations pertain to all textbooks purchased and distributed by the Downey Unified School District as an agent of the State.

District Enforcement

Textbooks prescribed and adopted by the State Board of Education, Downey Unified School District, or other proper authority shall be used by the teachers of this District in those classes for which they have been designated.

Teacher Enforcement

Every teacher shall enforce the use of legally authorized textbooks.

Inventory

An inventory of all District textbooks shall be taken each year. The inventory shall be made on forms provided by the State or the District, and shall be completed prior to the annual requisition of textbooks.

Standards and Procedures for Textbook Examination

Standards and procedures for the examination of textbooks that have been used shall be as follows:

1. Hard-bound textbooks are expected to last four years.
2. Soft-covered textbooks are expected to last two years.
3. Consumable books (workbook type) are expected to last one year.
4. Depreciation and wear shall be accounted in relation to the life expectancy of the textbook.
5. The time of the annual inventory shall be considered as the conclusion of each year of service.
6. Textbooks shall be dated when first processed for use.

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Standards and Procedures for Textbook Examination - continued

7. Hard-bound and soft-covered textbooks which are in satisfactory condition shall be continued in service beyond the life expectancy, provided the adoption has not expired.
8. Hard-bound and soft-covered textbooks which are in unsatisfactory condition shall be withdrawn from service regardless of the expectancy period.
9. Textbooks are considered to be unserviceable when they are in an unsanitary condition, have covers loose from the bindings, have pages missing from the text, or pages torn in such a manner that important portions of the text are missing.
10. Teacher judgment shall govern the removal of textbooks from service.

Basis and Amounts to Charge for Damage or Loss

Basis and amounts to charge for the collection of money in payment of willful or negligent damage to or loss of textbooks shall be as follows:

1. Evidence of more than normal wear: \$1 up to the original price of the book.
2. Willful or negligent damage: soft-covered, \$1 up to the original price of the book; hard-bound, \$2 up to the original price of the book.
3. Lost book: replacement cost of the book.
4. Book damaged beyond use: replacement cost of the book.

Disposition of Money Collected

Money collected for damaged or lost State textbooks shall be noted as follows:

If the word "STATE" appears on the title page of the book, put the letter "S" on the Lost Book slip after the title of the book.

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Disposition of Money Collected - continued

Money collected on State textbooks must be kept in an account separate from the money collected for other District books.