

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Associate Superintendent

Issue No: 7

Date: 12/16/04

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Reference: EC 60200-60206, 60240-60252

ARTICLE: 3.0 EDUCATIONAL PROGRAM
3.10 INSTRUCTIONAL MATERIALS SERVICES

SECTION: 3.10.3 Purchase of Instructional Materials – Textbooks (K-12)

The selection and adoption of instructional materials for Grades K-12 are described in Administrative Procedure 3.1.3.

State Instructional Materials Funding

Learning Support Services shall allocate the instructional materials funds from the state among the schools.

After the allocations have been determined, funds will be placed directly in school budgets in the secure accounts provided for state instructional materials funding. These funds cannot be intermingled with any other District funds.

Ordering Instructional Materials

1. Principals may initiate instructional materials orders at any time during the year to provide for student needs. Materials will be ordered from the District list of adopted materials. All orders are subject to state guidelines.
 - a. Principals will place orders directly through Purchasing.
 - b. Principals will be responsible for exercising control over their school budget to ensure that funds are available for annual maintenance and replacement orders and for subject area adoptions.
 - c. It may be necessary to use all state funds for major textbook adoptions. If funds are available in the school budget, the staff may wish to take advantage of the additional categories of instructional materials for which state funds can be used; e.g., library books. Usually these funds will be needed for District-adopted materials which are not on the state matrix or for supplementary materials to basic adoptions which have not been placed on the state matrix.
2. The LSS designee will check all orders to ensure that the requisitions meet the following criteria:
 - a. The materials have been adopted by the Board.
 - b. The materials have been ordered within the state budgetary restrictions for different categories.
3. The District Purchasing Department will check all orders to ensure that the requisitions meet the following criteria:
 - a. The school is taking advantage of all publisher agreements made at the time of adoption.
 - b. Materials which are on the state matrix are charged at the state contracted price, which includes shipping and tax.

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4. School allocations will be carried over from year to year with the use of unexpended funds left up to the principal and staff for expansion of existing text ratios or investment in new adoptions.

State Guidelines for Use of Instructional Materials Funds

Upon certification by the local governing board that each pupil has been provided with a standards-aligned textbook or basic instructional materials in the four core curricular areas, funds may be spent to purchase other instructional materials.

1. Purchase instructional materials adopted by the State Board of Education for grades K-8 or by the local governing board for grades 9-12.
2. To purchase, at the district's discretion, instructional materials, including, but not limited to, supplementary instructional and technology materials from any source and approved locally or by the state for legal and social compliance.
3. To purchase tests.
4. To bind basic textbooks that are otherwise unusable and are on the more recent list of basic instructional materials adopted by the State Board of Education or by the local board for grades 9-12.
5. To fund in-service training related to instructional materials.
6. To purchase classroom library materials for kindergarten and grades 1-4.

Textbook Adoption Cycle

Pupils shall be provided with standards-aligned textbooks or basic instructional materials by the beginning of the first school term that commences no later than 24 months after those materials were adopted by the State Board of Education.

Purchase of Materials

In accordance with the statutes of the State of California, the District will purchase textbooks for the use of students enrolled in the schools of the District. The textbooks shall at all times remain the property of the District and shall be supplied to the students for use without charge. If a principal wishes to do so, lab manuals and workbooks may be made available to students for purchase providing that identical copies are made available on a checkout basis to those students who do not wish to purchase them. In this situation, the teacher may instruct students checking out books that they may not write in them or deface them in any way. Students purchasing books are free to use them as a consumable item, while those checking out books must return them in acceptable condition to be used by another student or be charged for them as a damaged book.

Students who lose or damage textbooks will be required to pay for the purchase of a replacement book or for the repair of the damage at the discretion of the librarian.