



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT G

Principal's Responsibilities Regarding Textbooks at the School Site

Inventory Management	
<input type="checkbox"/>	Designate one Administrator and one technician/clerk to manage textbooks.
<input type="checkbox"/>	Maintain a secure textbook room by limiting access to only the designated staff.
<input type="checkbox"/>	Maintain an organized textbook room.
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use <i>Destiny Textbook Manager</i> .
<input type="checkbox"/>	Notify student and parents/guardians upon enrollment or at the beginning of the school year of the District's and school's policies regarding the parents' or guardians' financial responsibility for school property that is not returned or where the student causes damage to school property.
<input type="checkbox"/>	Implement a restitution process in which students are afforded the opportunity to return/replace missing property, pay for lost or damaged property or participate in a voluntary work program in lieu of payment.
<input type="checkbox"/>	Remove obsolete and damaged books and send them to the warehouse when applicable.
<input type="checkbox"/>	Send surplus materials to the warehouse in November.
<input type="checkbox"/>	Conduct an annual inventory by January 31 st each year.
<input type="checkbox"/>	Return textbooks to textbook room at the end of the semester or school year.
Ordering	
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
<input type="checkbox"/>	Meet with Local District personnel to review current inventory, projected enrollment and master schedules to ensure textbooks and instructional materials are ordered, <u>to the extent practicable</u> , before the school year begins.
<input type="checkbox"/>	Compare existing inventory to the projected enrollment in defined subject area at each grade level to identify possible insufficiencies two weeks prior to opening a semester.
<input type="checkbox"/>	Review inventory information with Local District personnel to ensure sufficiency and identify surplus that can be shared with other schools.
<input type="checkbox"/>	Process all incoming book by applying barcodes, if necessary, and entering data into <i>Destiny Textbook Manager</i> .
Williams Sufficiency	
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use <i>Destiny Textbook Manager</i> .
<input type="checkbox"/>	Review all teacher online e-verifications and resolve any insufficiencies by <ul style="list-style-type: none"> • Searching in <i>Destiny Textbook Manager</i> for surplus • Contacting your Local District
<input type="checkbox"/>	Submit via the appropriate portals Teacher and Principal e-verifications to the Local District. Maintain an e-copy for school records.
<input type="checkbox"/>	Conduct internal textbook and instructional materials audit at least twice a year.