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| <b>TOPEKA PUBLIC SCHOOLS</b>                              | <b>REGULATION NUMBER: 2750-1</b>  |
| <b>SUBJECT:</b><br><br><b>INSTRUCTIONAL RESOURCE FEES</b> | <b>DATE OF ISSUE: 06/18/80 REVISIONS:</b><br><hr/> <b>06/24/11; 06/21/12; 10/28/13; 6/16/16</b><br><br><b>PREPARING OFFICE:</b><br><b>TEACHING &amp; LEARNING AND</b><br><b>FISCAL SERVICES</b> |

**I. PURPOSE:**

To establish procedures for the administering of the Textbook Rental Program and Instructional Fees.

**II. PERSONNEL AFFECTED:**

All administrators and school secretaries.

**III. PROCEDURES:**

**A. Guidelines**

1. All textbooks and other instructional resources purchased by the Board shall remain the property of the school district and shall be rented to students of Topeka Public Schools only while such students are pursuing a course of study in Topeka Public Schools, and such students shall pay for damages to, loss of, or failure to return such books at the designated time.
2. Rental shall be voluntary; those who prefer to buy the texts instead of renting them shall be encouraged to do so. The price charged will represent the district's cost.
3. The rental program is intended to be self-supporting insofar as the cost of operating it can be ascertained by reasonable accounting efforts.
4. Rental fees shall help achieve the direct cost of providing this service. Fees shall be uniform and kept at the lowest possible point that will cover the original cost, provide repairs and replacements, and pay for salaries when made necessary by the rental program. Rental fees may not be used for the purchase of instructional supplies or books other than the ones rented to the students.

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**INSTRUCTIONAL FEES (continued)**

5. All students must pay a rental fee. The business office shall annually prepare and the Board of Education shall approve a tiered-fee schedule, based on the parent's ability to pay. The principal may make provisions for parents to pay the fee in monthly installments. Installment plans will not be offered after uncollected balances are turned into the Business Office for collection. Parents in hardship cases may complete a Textbook Rental Fees Waiver form (see Section B).
6. All uncollected textbook rental fees and charges for lost or damaged books will be submitted to the Business Office by the dates set forth in Section Q. of this regulation, "Action Plan".
7. The Business Office may collect unpaid fees by, but not limited to, the following methods:
  - a. Mailings requesting payment;
  - b. Telephone requests for payment;
  - c. Direct collection action through a collections service, where collection and attorney fees will be added;
  - d. Inclusion of prior balances on the next year's school activity fund receipt; or
  - e. Submission to the State of Kansas' setoff program.
8. Building principal shall designate an instructional resource contact responsible to handle all materials and inventory.

**B. Hardship Cases**

Textbooks supplied under this plan as authorized by the state statutes shall include the textbooks and other instructional resources adopted by the Board of Education for each instructional program.

1. **Minimum Textbook Rental Fees:**
  - a. Minimum fees for textbook rentals will be offered to students whose parent(s) or guardian(s) meet published income guidelines.
  - b. Principals should refer to the "Minimum Textbook Eligibility Guidelines" issued by the Business Office.

**INSTRUCTIONAL FEES (continued)**

- c. **Minimum textbook rental fees and Textbook Rental Fee Waiver program will not be allowed for out-of-district students.**

**2. Waiver of Textbook Rental Fees**

- a. **Principals shall be responsible for providing a Textbook Rental Fees Waiver form to parent(s) or guardian(s) seeking a waiver.**
- b. **Students that are non-USD 501 residents are not eligible for textbook rental fee waivers.**
- c. **Applications and related information will be kept confidential.**
- d. **After the Textbook Rental Fee Waiver form has been completed by the parent(s) or guardian(s), the principal shall review the form with the parent(s) or guardian(s) to ensure all necessary information and documentation has been provided.**
- e. **Based on the information provided, the principal shall: 1) deny the request, or 2) give it a preliminary approval. In either case, the textbook rental fee waiver form will be annotated with the principal's decision and a short explanation if needed. The waiver form should then be forwarded to the district's business office for final approval or denial.**
- f. **Any adverse decision on the waiver will be communicated in writing to the parent(s) or guardian(s) filing the waiver request. A copy of any waiver recommended for approval by the principal should be attached to the student's "School Activity Fund Receipt" for their textbook rental.**
- g. **A decision rendered on a given application shall remain in force for the remainder of the school year in which the application was submitted. A new application must be made for each school year.**
- h. **Any decision made at the building level or in the District's Business Office may be appealed in writing. Appeals of any building-level decision should be made to the business office, and appeals of the Business Office decision should be made to the Board of Education through the clerk of the Board.**
- i. **If the principal recommends approval or issues no recommendation on the waiver application textbook rental, fees need to be collected at this time. If the recommendation is denied, collection of the textbook rental fees or an installment payment agreement is needed.**

**INSTRUCTIONAL FEES (continued)**

**C. Installment Payment Agreement**

An installment payment agreement may be entered into to assist the student's parent(s)/guardian(s) in making full payment as spelled out in the "Action Plan" (calendar) section of this regulation. This option is not available to students residing outside of USD 501. All unpaid balances as of November 15<sup>th</sup> will be assessed a 10% collection fee prior to being presented to an outside debt collection service. Unpaid balance(s) will incur interest charges and may also include attorney and court fees.

**D. Purchasing and Warehousing**

Request for purchase of textbooks will originate in Teaching & Learning Services. Shipments will be made by vendors only on authority of an official Purchase Order.

**E. Requisitions for Rental Textbooks**

The list of all textbooks appears in the stockroom catalog. Please use Request for Textbooks, Form 8028-00, for ordering all books, for returning surplus, discards and requesting rebinds. Please refer to the attached samples when ordering.

**Procedures:**

1. **Placing Orders.** Prepare the Instructional Resources/Textbooks Request Form 8028-00. Requests for Textbooks, Workbooks, and Teachers Editions should be sent to the stockroom clerk at the Service Center.
2. **Pickups.** In emergencies, the practice of allowing pickups when needed will be continued.
3. **Surplus Text.** Place surplus books in boxes no larger than 12x12x18 inches. Attach a copy of the completed Form 8028-00 to each box. Clearly mark each box with the sending school's name, and indicate by title what the box contains.
4. **Discard.** Books to be discarded need to be sent to the Service Center as soon as possible to maximize their resale value. Pack in boxes no larger than 12x12x18 inches. Attach a copy of Form 8028-00 to the box, and mark each box with the sending school's name.

**F. Special Education**

1. Instructional materials are to be ordered on the Instructional Resources/Textbooks Request form 8028-00.

**INSTRUCTIONAL FEES (continued)**

2. The supply accounts at the selected schools are not to be used for purchasing student textbooks and workbooks or teachers' editions.
3. The Special Education Office in consultation with teachers and the Executive Director of Teaching and Learning will determine the allocation of teachers' editions and resources. This will be communicated to schools for ordering.
4. All special education students, except those specifically exempted by the Special Education Department and those receiving a waiver of textbook fees, will be required to pay the normal rental fee.

**G. Marking Books for Identification**

Rental textbooks shall carry an identification which reads "Property of the Topeka Public Schools." This identification shall be placed in the book at the time it is put in service. New books cannot be returned to the supplier for credit if they have any marks in them; therefore, it is important the books not be marked in any way until they are put into service.

**H. Schedule of Rental Charges**

A revised schedule of rental charges will be issued by the Business Office at the beginning of each school year. (See schedule on pages 11-13.)

**I. Proration of Rental Charges (See schedule on pages 11-13).**

1. If enrollment is during the first nine weeks, full rental will be charged.
2. If enrollment is during the second nine weeks of school, the rental will be three-fourths of the rental charge.
3. If enrollment is during the third nine weeks of school, the rental will be one-half the rental charge.
4. If enrollment is during the last nine weeks of school, the rental will be one-fourth of the rental charge.
5. If a pupil moves out of the Topeka Public Schools during the first nine weeks, the refund will be three-fourths of amount paid.
6. If a pupil moves out of the Topeka Public Schools during the second nine weeks of school, refund will be one-half of the amount paid.
7. If a pupil moves out of the Topeka Public Schools during the third nine weeks of school, refund will be one-fourth of the amount paid.

**INSTRUCTIONAL FEES (continued)**

8. If a pupil moves out of the Topeka Public Schools during the last nine weeks of school, none of the rental charge will be refunded.

**J. Cost of Books and Rebinding Costs**

As a part of the schedule of rental charges, the revised schedule of cost of books and rebinding costs will be issued from the Business Office at the beginning of each school year.

**K. Distribution, Collection, etc.**

1. Distribution -- Each building principal may determine whether books shall be distributed in the classroom, in the school office, or by other arrangements within the building.
2. Collection -- Record of rentals shall be recorded on rental receipts, signed by the person who received the money and signed by the pupil or parent who receives the books. Copies are to be distributed as indicated at the bottom of each receipt.
3. Safeguarding Funds -- Large sums of money must not be kept in the building overnight. During the time when book rental activities are greatest, the principal shall make daily bank deposits. The use of a night depository can be arranged if necessary. A check should be forwarded monthly to the Business Office so that all textbook rental money, less the amount authorized for refunds, will be receipted by the general director of fiscal services. The check should be supported by the Remittance Slip, Form 8034-00, and copies of the receipts. A Remittance Slip should be completed for regular education students and a separate Remittance Slip for special education students. Copies of the appropriate receipts should be attached to each Remittance Slip. The principal is responsible for the safeguarding of and accounting for all funds received for book rental.
4. Refunds -- Refunds shall be recorded on Rental Receipts plainly marked "Refund" and a circle drawn around the amount. The pupil or parent shall sign for "Payment Received By" and payment shall be made from receipts on hand. Distribution of copies of the Rental Receipts shall be the same as outlined under J (2) -- Collection. Refer to Item H, page 5, for proration of rental charges for textbooks and pages 11-13 for refunding workbook charges.

**L. Return of Books**

Each principal shall be responsible for the return of all textbooks rented to students in his/her building at the close of the school year or when attendance terminates.

**INSTRUCTIONAL FEES (continued)**

Any prorated refund of rental fees for students leaving the school district prior to year's end will be refunded to the student responsible for the care of such textbook when all books are returned in acceptable condition. Each building principal shall have the final authority to determine if the books are in acceptable condition. Refunds unclaimed within thirty (30) calendar days after the date books are returned in acceptable condition shall be retained by the school district.

**M. Books Lost or Damaged**

Books lost or damaged beyond repair shall be paid for at the district's replacement cost. The replacement cost will not be reduced based on income guidelines, nor will it be waived as was the case with the initial issue.

Damage to books, other than normal wear, shall be paid for at the district's rebinding cost of \$9.00.

Payments for lost or damaged books shall be recorded on rental receipts. State if book was lost, damaged beyond repair, or just damaged, and describe the book by title.

**N. Inventory**

By October 1, each school shall provide the Purchasing Department an inventory of rental textbooks on hand as of September 20. The inventory report shall indicate by book the number of books issued and the number held in reserve. At the close of the school year, the inventory of rental textbooks on hand should be recorded on the inventory form. The inventory reported should represent a physical count of all books that belong to the rental stock, regardless of condition. The inventory form should be sent to the Purchasing Department at the Burnett Center and a copy retained in the school office.

**O. Cleaning, Repairing, and Replacement of Damaged Books**

Before textbooks are returned to storage at the close of school in the spring, each teacher should proceed as follows:

1. Have each student erase all pencil marks, names, pictures, answers to problems, etc., from the textbooks.
2. Students old enough to do so should apply cleaning materials to book covers and pages to remove smudges, dirt, etc.

**INSTRUCTIONAL FEES (continued)**

3. Minor tears in pages should be repaired with transparent tape.
4. Teachers should survey textbooks and assess students for books damaged beyond normal wear and tear.
5. Books that are clean and in good condition should be stored in the school through the summer months.
6. Books needing to be rebound should be listed on the Instructional Resources/Textbooks Request Form 8028-00 and marked rebound, packed in cartons no larger than 12x12x18 inches properly labeled with the school name and tied securely with heavy twine or sealed with gummed tape. A list should be sent to the stockroom clerk detailing the quantity, stock number, and title of the book. If there is more than one carton, each should be properly labeled. All cartons from all schools will be picked up by Warehousing and Distribution.

The charge for rebinding textbooks is \$9.00.

7. Books damaged beyond repair should be packed in cartons, properly labeled on Textbook Request Form 8028-00 and sent to the warehouse. Replacements will be issued from the warehouse.
8. Each year schools may submit Requisition Form No. 8027-00 to order cleaning supplies to maintain the rental books in useable condition.

Schools should not exceed these amounts:

|                    |        |
|--------------------|--------|
| Elementary Schools | \$ 70  |
| Middle Schools     | \$ 80  |
| High Schools       | \$ 100 |

The following procedure is to be used when ordering supplies:

- a. Requisition the supplies needed from the stockroom.
- b. Use this account strip: 5155.xxxx.3200.0610. The individual center number should be used in place of the 'xxxx.'
- c. Textbook repair supplies are listed in the Stockroom Catalog.

**P. Disposition of Books After Adoption Period Has Expired**

Textbooks for which the adoption period has expired are returned to the stockroom clerk for resale or discard.

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Revisions: 06/17/10; 06/24/11; 10/28/13; 6/16/16

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**INSTRUCTIONAL FEES (continued)**

- 1. Out of adoption instructional resources are not to be retained without approval of the Executive Director of Teaching & Learning.**
- Q. All textbooks used in juvenile detention facilities served by Topeka Public Schools will be purchased from the district's inventory.**

**INSTRUCTIONAL FEES (continued)**

**ACTION PLAN  
2016-2017**

| <b>DUE DATE</b>                      | <b>TASK</b>  | <b>RESPONSIBILITY</b>  |
|--------------------------------------|--|------------------------|
| 1. By July 24, 2016                  | Distribute computer forms to schools.  | Information Technology |
| 2. Enrollment                        | First book rental installment  | Principals             |
| 3. By September 4, 2016              | Prior year fees due.   | Business Office        |
| 4. September 8, 2016                 | Second book rental installment.  | Principals             |
| 5. October 1, 2016                   | Rental textbook inventory due to Business Office.  | Principals             |
| 6. Monthly, starting October 1, 2016 | Submit activity fund check for book rental money to Business Office. Maintain only the allowable amount needed to cover textbook rental refunds (elementary \$400; middle school \$600; high school \$1000). | Principals             |
| 7. October 1, 2016                   | All enrollment paperwork due in Business Office.   | Principals             |
| 8. October 5, 2016                   | Final book rental installment payment due.   | Principals             |
| 9. November 2, 2016                  | Listing of all uncollected book rental fees turned over to the District's Business Office.   | Principals             |
| 10. April 1, 2017                    | All textbook rental funds due to Business Office.  | Principals             |
| 12. April 8, 2017                    | Place order for new adoption.  | Teaching & Learning    |
| 13. May 2, 2017                      | Place order for cleaning supplies.   | Principals             |

**INSTRUCTIONAL FEES (continued)**

| <b>DUE DATE</b>   | <b>TASK</b>   | <b>RESPONSIBILITY</b>                   |
|-------------------|---|---|
| 14. June 2, 2017  | Submit inventory of all rental textbooks.   | Principals                              |
| 15. June 2, 2017  | Package books for rebinding and submit Central Services Requisition.  | Principals                              |
| 16. June 3, 2017  | Package surplus books and submit Central Services Requisition; one copy to the warehouse-- one copy to the Business Office.   | Principals                              |
| 17. June 5, 2017  | Bring all textbook computer forms, used or unused, to the Business Office.  | Principals                              |
| 18. June 5, 2017  | Submit requests for textbooks for next school year.   | Principals                              |
| 19. June 5, 2017  | Place orders for replacements.  | Teaching & Learning                     |
| 20. June 5, 2017  | Submit list of all students who did not return all their textbooks or returned them in a damaged condition. The list will be itemized by student and the books not returned or damaged. | Elementary and Middle School Principals |
| 21. June 17, 2017 | Submit list of students with lost books or rebinds.   | High School Principals                  |

INSTRUCTIONAL FEES (continued)

| INSTRUCTIONAL FEES<br>STANDARD 2016-2017<br>SCHOOL YEAR |                   |                         |                         |                          |
|---|-------------------|-------------------------|-------------------------|--------------------------|
|   | <u>*Preschool</u> | <u>Grades<br/>K – 5</u> | <u>Grades<br/>6 – 8</u> | <u>Grades<br/>9 – 12</u> |
| <u>Computer Usage</u>                                   | <u>\$0.00</u>     | <u>\$15.00</u>          | <u>\$25.00</u>          | <u>\$25.00</u>           |
| <u>Schedule of Rental Charges</u>                       | <u>\$20.00</u>    | <u>\$50.00</u>          | <u>\$70.00</u>          | <u>\$70.00</u>           |
| <u>Proration of Rental Charges:</u>                     |                   |                         |                         |                          |
| Enrollment First 9 Weeks                                | <u>\$ 20.00</u>   | <u>\$ 50.00</u>         | <u>\$ 70.00</u>         | <u>\$ 70.00</u>          |
| Enrollment Second 9 Weeks                               | <u>15.00</u>      | <u>40.00</u>            | <u>50.00</u>            | <u>50.00</u>             |
| Enrollment Third 9 Weeks                                | <u>10.00</u>      | <u>25.00</u>            | <u>35.00</u>            | <u>35.00</u>             |
| Enrollment Fourth 9 Weeks                               | <u>5.00</u>       | <u>13.00</u>            | <u>18.00</u>            | <u>18.00</u>             |
| <u>Refund of Rental Charges:</u>                        |                   |                         |                         |                          |
| Termination First 9 Weeks                               | <u>\$ 15.00</u>   | <u>\$ 40.00</u>         | <u>\$ 50.00</u>         | <u>\$ 50.00</u>          |
| Termination Second 9 Weeks                              | <u>10.00</u>      | <u>25.00</u>            | <u>35.00</u>            | <u>35.00</u>             |
| Termination Third 9 Weeks                               | <u>5.00</u>       | <u>13.00</u>            | <u>18.00</u>            | <u>18.00</u>             |
| Termination Fourth 9 Weeks                              | <u>-0-</u>        | <u>-0-</u>              | <u>-0-</u>              | <u>-0-</u>               |

\*There are no fees for Preschool Headstart Programs

INSTRUCTIONAL FEES (continued)

| <b>INSTRUCTIONAL FEES</b>                  |                          |                                |                                |                                 |
|--|--------------------------|--------------------------------|--------------------------------|---------------------------------|
| <b>MINIMUM 2016-2017</b>                   |                          |                                |                                |                                 |
| <b>SCHOOL YEAR</b>                         |                          |                                |                                |                                 |
|  | <b><u>*Preschool</u></b> | <b><u>Grades<br/>K – 5</u></b> | <b><u>Grades<br/>6 – 8</u></b> | <b><u>Grades<br/>9 – 12</u></b> |
| <b><u>Computer Usage</u></b>               | <b><u>\$0.00</u></b>     | <b><u>\$15.00</u></b>          | <b><u>\$25.00</u></b>          | <b><u>\$25.00</u></b>           |
| <b><u>Schedule of Rental Charges</u></b>   | <b><u>\$ 10.00</u></b>   | <b><u>\$ 10.00</u></b>         | <b><u>\$ 10.00</u></b>         | <b><u>\$ 10.00</u></b>          |
| <b><u>Proration of Rental Charges:</u></b> |                          |                                |                                |                                 |
| <b>Enrollment First 9 Weeks</b>            | <b><u>\$ 10.00</u></b>   | <b><u>\$ 10.00</u></b>         | <b><u>\$ 10.00</u></b>         | <b><u>\$ 10.00</u></b>          |
| <b>Enrollment Second 9 Weeks</b>           | <b><u>8.00</u></b>       | <b><u>8.00</u></b>             | <b><u>8.00</u></b>             | <b><u>8.00</u></b>              |
| <b>Enrollment Third 9 Weeks</b>            | <b><u>5.00</u></b>       | <b><u>5.00</u></b>             | <b><u>5.00</u></b>             | <b><u>5.00</u></b>              |
| <b>Enrollment Fourth 9 Weeks</b>           | <b><u>3.00</u></b>       | <b><u>3.00</u></b>             | <b><u>3.00</u></b>             | <b><u>3.00</u></b>              |
| <b><u>Refund of Rental Charges:</u></b>    |                          |                                |                                |                                 |
| <b>Termination First 9 Weeks</b>           | <b><u>\$ 8.00</u></b>    | <b><u>\$ 8.00</u></b>          | <b><u>\$ 8.00</u></b>          | <b><u>\$ 8.00</u></b>           |
| <b>Termination Second 9 Weeks</b>          | <b><u>5.00</u></b>       | <b><u>5.00</u></b>             | <b><u>5.00</u></b>             | <b><u>5.00</u></b>              |
| <b>Termination Third 9 Weeks</b>           | <b><u>3.00</u></b>       | <b><u>3.00</u></b>             | <b><u>7.00</u></b>             | <b><u>7.00</u></b>              |

\*There are no fees for Preschool Headstart Programs

**INSTRUCTIONAL FEES (continued)**

**Locks for Physical Education and General Use**

All secondary school principals are authorized to collect up to \$5.00 for each lock (hall locker, PE locker, band locker, etc.) issued to students during the school year. The principal may charge the replacement cost for lost or damaged locks.

**School ID Cards and Class Fees**

All secondary school principals are authorized to collect up to \$5.00 for student ID cards. In addition, principals are authorized to collect a class (freshman, sophomore, junior, senior) fee of up to \$5.00 and a planner fee of up to \$6.00. The principal may charge the replacement cost for both lost planners and lost ID cards.

**Music**

In special groups such as an instrumental group, students supply their own instruments, reeds, etc., and may be required to purchase an instrumental method book at \$7.95 to \$15.00 per book. Vocal students may be required to purchase a vocal method book at \$6.95 - \$15.00 per book. Students who are members of music performance groups may be required to purchase a performance uniform or, depending on the group, pieces of a uniform. This uniform becomes the student's personal property. All secondary school-owned instruments may be rented from the school for an annual charge of \$10.00 - \$25.00. Instruments in the elementary pool of instruments may be loaned to students for a fee of \$25.00 per year.

**Project-Based Courses**

In several courses (woods, metals, clothing, art, etc.), costs are determined by the project(s) students choose to make. Students will be responsible for project costs after the basic requirements of the course have been met. Depending on the specific course, students may be asked to bring their own materials or to purchase a supply card.

**Mathematics**

Calculators for use in mathematics classes will be supplied by the school district. The replacement cost will be charged for calculators lost or damaged during the year.

**Consumable Materials**

Students who are enrolled in courses for which there are consumable materials will purchase such materials after enrollment in the course has been finalized.

**Miscellaneous Expenses**

Students enrolled in physical education courses will be required to purchase a uniform or to provide one that meets requirements set by the school.

**INSTRUCTIONAL FEES (continued)**

**Lifetime Sports/Food & Fitness**

**These courses include some activities (i.e., bowling, miniature golf, driving range, etc.) for which there may be a charge. Students who choose to enroll in these courses will be responsible for those charges.**

**This regulation does not govern required student fees for non-instructional (extra-curricular) activities.**