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MEMORANDUM

To: Principals, Vice-Principals, School Secretaries, Library Media Teachers,
and Library Technicians

From: Jerrilyn M. Ewing, Director, Instructional Support

Date: September 10, 2009

Subject: Issuance of Second Set of Textbooks

In an effort to provide clarity and uniformity across the district regarding requests for second sets of textbooks, the following guidelines should be used when determining the issuance of a second set of textbooks:

1. Additional textbooks will only be issued for students who have a note on letterhead or prescription form from a currently practicing medical doctor, chiropractor, or family nurse practitioner. *For the rest of this document, the three groups will simply be referred to as **doctor**.* The note must include the following pieces of information:
 - a. The name of the student.
 - b. The doctor's signature.
 - c. The signature on the note *must* match the name printed on the pad/prescription.
 - d. It must have the dates of coverage. Notes without specific dates will lapse at the end of the current school year.
 - e. Notes must be submitted to the school library media teacher or textbook coordinator within 60 days of the doctor's signature. Students with older notes must seek a new note from their doctor.
 - f. A second set of books can also be given if required by a student's current IEP/504.
2. In addition to the conditions outlined above, a Request for Additional Textbooks Form must be completed by the parent/guardian of the student requiring the additional texts.
3. In accordance with the doctor's note or current IEP/504, the student will receive a second set of core textbooks. Additional textbooks will be issued at the discretion of the site administrator. For example, the student may not receive a second set of some items such as novels or consumables.

4. The issuance of additional textbooks may be delayed by up to two weeks, particularly at the start of the school year or semester because schools must ensure that all enrolled students receive their first set of books.
5. Additional textbooks may be picked up in the main library during normal school operating hours. This may vary by site, so the student should check with the school librarian, site administrator, or site textbook coordinator. Students who come to pick up additional textbooks must have a valid student identification card. Because of the medical concern requiring the second set of textbooks, it is strongly recommended that the student be accompanied by the parent/guardian at the time of textbook pickup.
6. It is the responsibility of the student to cover each book, write his/her first and last name in ink inside the front cover, and store the book in an appropriate place to ensure necessary access. At the end of the term, both copies of the textbooks must be returned for any class in which the student will no longer be enrolled.
7. Teachers will be notified whenever a student is issued a second set of textbooks for a class. The book should be kept in a secure location, and no other students should be permitted to use this copy of the book. Despite the best efforts of the teacher, it may not always be possible to safeguard textbooks left in the classroom. *Lost books are the responsibility of the student who checked them out.*
8. Questions or concerns regarding textbook policy and procedure should be directed to the school librarian, site textbook coordinator, or site administration.

JE/

cc: Nancy Lucia
Christina Penna
Steve Winlock
K-12 Directors
Purchasing Department
Textbook Services