CURRICULUM DISTRIBUTION OF TEXTBOOKS FROM CLOSING SCHOOLS (CUR-P006)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

1.1 This procedure discusses the process that is used for distribution of textbooks from Saint Louis Public Schools that are closing. The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0	RESP	ONS	IBIL I	TY:
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- 2.1 SLPS Principals
- 2.2 Curriculum & Instruction Supervisors
- 2.3 Transportation/Operations

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Signature	Date

3.1 Executive Director of Curriculum & Instruction

4.0 DEFINITIONS:

4.1 SLPS - St. Louis Public Schools

5.0 PROCEDURE:

- 5.1 SLPS identifies schools to be closed
- 5.2 Curriculum & Instruction forwards box labels to closing schools
- 5.3 Closing schools to box, label (with content, grade and number of books), and store textbooks in an open area for pick up
- 5.4 Closing schools to notify Curriculum & Instruction of number of boxes, content, grade, and number of books per box to be picked up
- 5.5 Curriculum & Instruction Supervisors to update Textbook Distribution Log of Closing Schools
- 5.6 Curriculum & Instruction schedules pickup and delivery of boxed textbooks with Transportation/Operations
- 5.7 Transportation/Operations to pick up boxed textbooks from closing schools
- 5.8 Transportation/Operations to deliver boxed textbooks to schools accepting students of closing schools
- 5.9 Transportation/Operations to deliver obsolete boxed textbooks not needed by schools accepting students of closing schools to warehouse
- 5.10 Closing schools' Internal Inventory Log to be forwarded to Curriculum & Instruction upon request

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CURRICULUM DISTRIBUTION OF TEXTBOOKS FROM CLOSING SCHOOLS CUR-P006 SLPS Identifies Schools to be Closed Curriculum & Instruction Forwards Box Labels to Closing Schools Closing Schools to Box, Label, and Store Textbooks for Pick Up Closing Schools to Notify Curriculum & Instruction of **Boxed Textbooks** to be Picked Up Curriculum & Textbook Instruction Distribution Log of Supervisors to Closing Schools Update Textbook Distribution Log of Closing Schools Curriculum & Instruction Transportation/ Schedules Pickup Operations to Pick and Delivery of Up Boxed Boxed Textbooks Textbooks from with Closing Schools Transportation/ Operations Transportation/ Operations to **Deliver Boxed** Textbooks to Schools Accepting Students of Closing Schools Transportation/ Operations to **Deliver Obsolete Boxed Textbooks** Not Needed by Schools Accepting Students of Closing Schools to Warehouse Closing Schools' Internal Inventory Internal Inventory Log to be Log Forwarded to Curriculum & Instruction Upon Request End

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SAINT LOUIS PUBLIC SCHOOLS

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Distribution Log of Closing Schools
- 6.2 Internal Inventory Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	Storage	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook Distribution Log of Closing	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer
Schools Obsolete Textbooks	Warehouse	Various	Discard as Desired	Locked Facility
TEXIDOOKS				

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
4/24/08	А	Initial Release

End of Procedure

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