

**Standard Operating Procedure Outline**

Category:	<b>Instructional Management</b>	Department	<b>Leadership and Learning</b>
Procedure:	<b>Essential Literature Program Procedure</b>		
Policy Reference # : IM 4.129	Version: 1.0	Date: January 6, 2010	
<b>Operational Objective(s)</b>			
<ul style="list-style-type: none"> <li>To properly implement the Essential Literature Program</li> </ul>			
<b>Procedure</b>			
<p>The following procedures for implementation of the Essential Literature program should be implemented at each school.</p> <ol style="list-style-type: none"> <li>Required reading selections are read by all students at specified grade levels throughout the district; choice selections are determined by individual schools selected from a grade-level list supplied by the district.</li> <li>Texts are supplied in sets of 25 at the elementary level and 30 at the middle and high school levels. The number of sets will be determined by enrollment and scheduling.</li> <li>Library information specialists are responsible for checking in the texts and tubs. The library information specialist is responsible for making sure each tub has a bar code. In addition, the library information specialist will number each book (in a "tub set") on its spine. If a school received more than one tub set of the same title, letters should be assigned to each tub (A, B, C) along with numbers to identify the book (A1, A2, A3, B1, B2, B3, C1, C2, C3, etc.).</li> <li>After setting up a grade level rotation schedule that has been filed with the library information specialist and the building principal, teachers can begin to check out book sets from the library information specialist. Teachers should keep a record documenting which child gets which book by using the numbers on the book spine. If they choose to do so, students may supply their own personal copies of the book. Students are <b>not allowed</b> to mark in the Essential Literature books purchased by Metropolitan Nashville Public Schools (MNPS).</li> <li>Book sets <b>must not</b> be passed directly from teacher to teacher. Sets <b>must</b> be checked back in with the library information specialist, and a count <b>must</b> be taken to see if there are any lost or damaged books. When the count has been completed, the tub may be checked out to the next teacher on the rotation schedule.</li> <li>If a child loses or damages a book, the teacher should attempt to recover the cost if possible. Teachers need to use their best judgment in pursuing restitution for lost books. The charge for all lost and damaged books will be \$10.00. When money is recovered, payment should be made to the library information specialist, who will forward the money to library services. <b>All checks must be made out to Metropolitan Nashville Public Schools, and library information specialists must provide a receipt for cash or check payments.</b> Library information specialists will be supplied a form on which to report all lost books and payments, so that replacements can be ordered.</li> </ol>			

**Performance Measure/Accountability**

- Continuous evaluation of procedure to ensure efficiency and compliance with all regulations