

ATHENS ISD

**INSTRUCTIONAL MATERIALS
ADMINISTRATIVE
PROCEDURES GUIDE**



TEXTBOOK DEPARTMENT STAFF

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I. Instructional Materials Responsibilities

A. Local Board of Trustees

1. Shall adopt a policy for selecting instructional materials. Final selections must be recorded in Board minutes. *Board Policy EFAA (LEGAL)*
2. In the event the Board does not ratify all of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections. *Board Policy EFAA (LOCAL)*
3. Shall notify the State Board of Education of the instructional materials selected for the following school year.
4. Shall distribute instructional materials to students in the manner that the board determines is most effective and economical. High school materials may be distributed to middle school or junior high school students enrolled in high school classes. *TEC 31.102(c); 19 TAC 66:104(k)*
5. May delegate to an employee the authority to requisition, distribute, and manage the inventory of instructional materials in a manner consistent with *TEC 31.104(a)*.

B. Superintendent

1. Shall make recommendations to the Board of Trustees for appointment of a local instructional materials selection committee. *Board Policy EFAA (LOCAL)*
2. Or designee shall be a member and serve as chair of the (instructional materials selection) committee. *Board Policy EFAA (LOCAL)*
3. Or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines. *Board Policy EFAA (LOCAL)*

C. District Instructional Materials Coordinator

1. Oversee the Technology and Instructional Materials Allotment fund. (TIMA)
2. Coordinate all instructional material activity with the State of Texas Instructional Materials Administration. Acquire district board signatures on the state certification form and send to TEA.
3. Account for all instructional materials purchased with TIMA funds.
4. Accept all instructional material shipments into the district and report all shipment errors and discrepancies to the appropriate vendors.
5. Responsible for all shipments of instructional materials to and from the campuses.

6. Conduct an annual physical inventory of all currently adopted instructional materials. The results of the inventory shall be recorded in the District's files. *19 TAC 66.107*
7. Submit funds collected from students for lost or destroyed instructional materials and replace the materials.

D. Student, Parent, or Guardian

1. Responsible for instructional material issued to the student. A student who fails to return all instructional materials forfeits the right to free instructional materials until previously issued but not returned material is paid for by the student, parent, or guardian. The district or school shall allow the student to use instructional materials at school during the school day.
2. Write the student's name inside the front cover of the instructional materials in ink. Technology instructional materials do not have to have a student's name written on the item.
3. Keep the instructional material in good condition. Any misuse of instructional materials due to carelessness or neglect may result in a fine.
4. Return instructional materials to the teacher or the Campus Instructional Materials Coordinator at the end of the semester or year or when the student withdraws from school. *TEC 31.104(c)*

E. Teacher

1. Record the TIMA material by writing down the name of the student and the number in the book.
2. Conduct periodic instructional materials checks (1 per 6 weeks suggested) as directed by the Campus Instructional Materials Coordinator.
3. Notify the parent/guardian when an instructional material is lost, destroyed, or damaged by a student.
4. Return surplus instructional materials to the Campus Instructional Materials Coordinator.
5. Verify the instructional material number and condition of the instructional materials when the student returns them.
6. Keep secure and in good condition all teacher materials issued.
7. Return all instructional materials to the Campus Instructional Materials Coordinator at the end of the semester or year end.

F. Campus Instructional Materials Coordinator

1. Order student and teacher materials as needed by using the district inventory system.
2. Check-in instructional materials per district policy. Report discrepancies to the District Instructional Materials Coordinator.
3. Maintain all instructional materials records and statement of charges. Follow the retention records for all the instructional materials.
4. Schedule instructional material checks periodically (every 6 weeks recommended) during the school year.
5. Keep *all* extra instructional materials in a controlled location.
6. Follow business office policies in collecting payment for lost instructional materials or fines. Deposit all money collected into the campus instructional materials account.
7. Conduct an annual physical inventory in May or June of all student and teacher instructional materials. Complete all paperwork and turn into the District Instructional Materials Coordinator, showing any losses on the campus inventory.
8. Prepare for a district audit if you were directed to by the District Instructional Materials Coordinator.
9. Once payment is collected for losses per district policy, the lost instructional material will be taken off of your campus inventory.

II. District Instructional Materials Administration

A. Instructional Materials Funds

1. Each campus shall follow district policy when collecting money from students. A receipt shall be issued to every student paying for instructional materials. This receipt shall include the title of the instructional material and ISBN. The money is then to be used to replace the instructional material, either new or used.
2. When conducting the annual instructional materials inventory, the Campus Instructional Materials Coordinator shall use the end of year numbers for each subject. The campus is responsible to write the number of items, per line, that the campus counts. Any items not counted may result in payment of such items.
3. All money collected for lost instructional materials shall be deposited into the campus instructional materials fund and used only when replacing instructional materials or paying the district for lost instructional materials at the end of the school year.

B. Fines/Losses

1. Money collected for damaged instructional materials, shall be deposited into the campus instructional materials account. The Campus Instructional Materials Coordinator and teachers are asked to use the district fines chart when levying fines. If the instructional materials is not deemed to be in a condition to be reissued, the student is to pay full price for the instructional materials. If the material is paid for in full whether do to an act of damaged neglect or lost, the payment will cover the purchase another item.

If a student pays for damage to an instructional material, the book is now the property of the student and they may have the book.

2. Follow local district policy when destroying damaged or ruined material. Do not send instructional materials with mold or mildew back to the District Instructional Materials Office.
3. ***Important note:*** Occasionally there are problems with instructional materials that do not hold up. If materials in use seem to have a manufacturing defect, please bring it to the attention of the District Instructional Materials Coordinator as soon as the problem is discovered. The District Instructional Materials Coordinator will examine the instructional materials to determine what action should be taken.

If it is determined that a manufacturing defect has caused the damage, the materials may be replaced or repaired by the publisher. Students should not be charged a fine for instructional materials that fall into this category.

C. Catastrophic Loss

Occasionally, instructional materials become unusable due to some occurrence that is out of human control. In situations where instructional materials are lost in a flood, house fire, or a student gets sick, TEA asks the district to document the loss. The loss needs to be reported to the District Instructional Materials Coordinator so specific information can be documented. Claims for such losses will be processed per district and state policies.

D. Instructional Materials Selection

See Board Policy EFAA (Legal) and EFA (Local) for the adoption and selection process.

III. Campus Instructional Materials Administration

The principal at each campus, designates a Campus Instructional Materials Coordinator. It is acceptable to have a second person on campus designated to assist. The district instructional materials department shall provide training and assistance to the designated person. The district instructional materials department is available via phone or e-mail to help answer any instructional materials related question.

A. Ordering Instructional Materials

Two factors determine how many instructional materials are needed at a campus.

1. The number of students enrolled in a grade and/or subject (membership)
2. The number of instructional materials from the same MLC/SLC (multiple list code/state list code) already assigned to a campus

Instructional material eligibility is based on enrollment, normally on a one-to-one basis. If the enrollment increases in a grade or subject, you may be entitled to order more instructional materials.

Consumable materials must be delivered to campuses each school year. The district needs to verify how many years' consumables have been purchased from the publisher.

All instructional materials ordered by a campus will be received at the district level, processed per local policy, and sent to the campuses.

When a school pays for instructional materials at the end of the school year and the lost materials are deducted from their inventory, they will not automatically receive replacements. It is necessary for campuses to make a request if they still have enrollment counts to justify the need.

If materials are lost from a **system or package**, they may be replaced. For pricing call the district instructional materials department for the most updated price and follow the district policy on replacement practices.

To prepare for next year's enrollment at each campus, you will need to verify your campus counts by grade or subject and the total number of materials on your inventory. Work through your District Instructional Materials Coordinator to resolve how many items you will need.

1. Enrollment Counts

a. Student

Membership is defined as the number of students enrolled in a grade and/or subject. Grades K-6 report the number of students enrolled in a grade. Grades 7-12 report students enrolled in a subject. The membership data is used to determine the eligibility for additional instructional materials based on quotas outlined below.

b. Teacher

The teacher membership is the total number of teachers who teach a subject. This is to include the classroom teachers and any other teacher who teaches the subject. This total should include all special area teachers.

c. Elementary Bilingual, ESL

ESL students are eligible for the adopted instructional materials in English only for each subject in which they are enrolled as well as the ESL materials.

Bilingual Students are eligible for the adopted instructional materials in English and in Spanish for each subject in which they are enrolled, along with the ESL materials.

d. Special Education

Special education students who are performing off grade level may receive instructional materials at their performance level. The student's IEP should reflect the level at which the student is functioning. Eligible students must be included in the membership of the grade level at which they are performing. (i.e. A high school student performing at a 5th grade level should also be reported as a 5th grader.

2. Special Populations

Students with visual handicaps are eligible for special instructional materials if it is determined necessary by a local ARD committee. These students must be verified by the annual registration through the Division of Special Education of the Texas Education Agency each January. These students may receive modified instructional materials, which include books in Braille, large type, or audiotapes. Staff in the Special Programs department will be responsible for submitting requisitions to the Campus Instructional Materials Coordinator who will submit a request to the district per district policy. An email should be sent to the District Instructional Materials Coordinator with the student's first initial and last name, a statement that the ARD specifically requires VI books and the books needed.

Students with dyslexia may be classified under the non-label 504 or special education. They may be eligible for some modifications. To order special materials, it is required that there be a written modification in the student's IEP or equivalent. Students with dyslexia are eligible for books on tape through Recording for the Blind and Dyslexic. It is possible that the modification may include a second set of instructional materials to be kept at home.

B. Consumable Instructional Materials

Consumable instructional materials are designed to be completely used and written in throughout the year. Consumable instructional materials are not to be sent with student records when a student transfers out of the district.

If a student transfers to another campus, send the consumable to the receiving campus. If a student withdraws and leaves the district, the portion of the math consumable that has not been used should be issued to a new student, when necessary.

C. Highlighting

Highlighting instructional materials for special education students is allowed if the student's Individualized Education Plan (IEP) calls for such modification.

D. Secure Instructional Materials

1. Keep instructional materials in a secure, locked location.
2. Distribution of instructional materials to teachers shall be documented and added to the campus inventory. This will help tremendously in maintaining an accurate campus inventory. Follow district policy when checking material out to teachers and students.

E. Out of Adoption Instructional Materials

Out of Adoption Instructional materials are materials TEA no longer asks districts to count. These items may be taken off of a campus inventory. These Out of Adoption instructional materials may be retained by the campus and used as resource material. They may also be donated to students (limited to one of each title per student), adult education programs, and other non-profit organizations.

Campuses may return Out of Adoption materials to the instructional materials department per district policy.

F. Damaged/Lost Instructional Materials

The dollar amount of instructional materials lost each year continues to increase. While up to each principal, actions against students who fail to pay for lost or damaged instructional materials would be more effective if the district presents a consistent policy.

1. The Campus Instructional Materials Coordinators shall keep a signed and dated copy of each teacher's instructional materials check out list.
2. Campuses shall schedule several instructional materials checks per year. Three to six checks per year aid in the accountability and help to decrease unaccountable losses. Teachers should be issued a list and provide feedback on the actual status of the instructional materials for which they are accountable. Secondary schools may print out a list of student charges once the second semester has begun so that students are reminded of the book charges for which they are accountable.

Don't wait until the last week of school to secure instructional materials. Contact parents about lost materials in a timely manner. Instructional materials checks throughout the year should help to reduce the number of losses at the end of the school year.

3. Fines for damaged instructional materials should be assessed at the time the damage is discovered.

4. Letters shall be sent to parents whose children have lost or damaged instructional materials.
5. Report cards of students who fail to pay for lost or damaged instructional materials can NOT be held. BUT the report cards do not have to be sent home with the students or mailed. A note may be sent to the parent or legal guardian informing them that the student has fees that are not clear and they should come by the school to pick up the student's report card

Campus Instructional Materials Coordinators may use their discretion in reducing fees for low-income students. They may also provide a payment plan. Campuses may not keep anything that would hinder the education process for a student. Districts can hold a movie watching opportunity from a student if it is for perfect attendance. A district cannot hold a movie from a student if they will take a quiz on the contents of the movie. Districts must be consistent with the process.

6. It is the goal of the district to minimize instructional material losses. All losses will be documented and every effort made to collect for lost instructional materials. Instructional materials issued to teachers, shall be accounted for at the end of each year. It is the teacher's responsibility to assure that students return instructional materials. However, teachers cannot be held financially accountable for instructional materials losses. *TEC sec 31.104 (e)*

Campuses that issue instructional materials directly to students should hold students accountable for the instructional materials issued. Every effort should be made to collect for instructional materials lost by students.

7. Seniors should clear all fines before graduation. Districts may not keep a student from walking the stage at graduation.
8. Districts may barcode their materials.

G. **Lost Instructional Materials Payments**

When students pay for lost instructional materials, the money is to be deposited to the campus instructional materials fund and **only used to purchase replacement of instructional materials or pay for lost instructional materials at the end of the school year.**

H. **Instructional Materials Inventory**

By law and in accordance with School Board policy (CMD [LEGAL]), each campus will conduct an annual physical instructional materials inventory at the end of every school year. The count will include all instructional materials purchased using IMA funds.

IT IS IMPORTANT TO REPORT OVERAGES AS WELL AS SHORTAGES!

Overages should be highlighted on the Inventory Taking Worksheet and shall be added to your inventory by the District Instructional Materials Department. Campuses shall verify they are not counting samples of the materials.

Shortages will be paid for by the campus per district policy.

I. Instructional Materials Audits

Campuses shall be randomly audited each May/June. The District Instructional Materials Coordinator and staff will conduct the audits. The Campus Instructional Materials coordinator will be notified in advance of the audit.

For an audit, air conditioning shall be scheduled during the arranged time. Please alert the district staff if this is going to be a concern.

Prior to the instructional materials audit, all instructional materials at the elementary level shall be located in one central location per district policy. ALL instructional materials located in the classrooms shall be stacked by title, stacked with every fifth (5th) book turned. All teacher editions should be placed with the student instructional materials. **The district instructional materials staff will not search classrooms for instructional materials.**

Locks on cabinets may be cut so materials can be counted.

Scheduled audits will be postponed if instructional materials are not arranged as indicated above. The District Instructional Materials Coordinator will reschedule the audit at a time convenient to all involved.

A copy of the audit report will be printed and left for campus staff. The campus shall send a copy of their inventory to the district instructional materials department where the audit paperwork and the inventory paperwork will be paired together.

Instructional Materials Activity Calendar

May, June, July, & August

*Physical Inventory of Instructional Materials - Payment is made to district for lost instructional materials, and/or instructional materials replaced.

*Out Of Adoption Instructional Materials Sent from districts to a paper recycle company or given to an authorized non-profit organization sending them to other countries for free distribution.

*Annual shipments from TEA are being sent to districts

*Supplemental requests and shipments of instructional materials begins

*Verify Summer Delivery of Instructional Materials

*Submit Supplemental Orders for Instructional Materials

*Catastrophic Instructional Materials Loss Reported as Needed

*New Instructional Materials Coordinator Orientation and Instructional Materials Procedure Training

September & October

*Submit Supplemental Orders for Instructional Materials

*Report Catastrophic Textbook Loss

*Districts Begin Ordering Samples from the Publishers

November

*State Board of Education meets on the second Saturday to adopt new instructional materials

*Board of Trustees must have selected Local Instructional Materials Committees by the 1st

December

*Sample instructional materials may be still arriving to the district

*Order any additional Instructional Materials needed for spring semester

January

*Supplemental shipments continue

February

*Local Instructional Materials Committee meets to finalize their recommendations for local adoption and selection

*Instructional Materials Committee submits decisions made to the board

March

*Board of Trustees meets to ratify the selections of the Local Instructional Materials Committee and complete forms TEX-001, TEX-008, and TEX-040

*Districts receive Information for shipment of expiring adoption titles from TEA

*Annual Requisition Preparation begins

April

*Start preparing for Instructional Materials audit

May

*Districts submit requests for Visually Handicapped Braille Books, (TEX-006B and TEX-035)

*Physical Inventory of Instructional Materials conducted by each campus

*Instructional Materials audits conducted by District Instructional Materials Department at random or when deemed necessary

*Close out of current year

Appendix

TEXAS EDUCATION CODE (TEC), state law governing education

Instructional Materials – Chapter 31

<http://www.statutes.legis.state.tx.us>

TEA: INSTRUCTIONAL MATERIALS

Home Web Site:

<http://www.tea.state.tx.us/imet/>

Texas Administrative Code (TAC – Chapter 66 – Instructional Materials):

<http://www.tea.state.tx.us/rules/tac/chapter066/index.html>

Adaptations for Special Populations (TAC – Chapter 89)

<http://www.tea.state.tx.us/rules/tac/chapter089/index.html>

Current Adoption Information:

<http://www.tea.state.tx.us/textbooks/adoptprocess/index.html>