



Instructional Materials Administrative Procedures Manual

TEXTBOOK DEPARTMENT STAFF

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Introduction

The Texas Education Agency (TEA) is ensuring that school districts are placing the proper emphasis on the inventory and the accountability for instructional materials at all levels of public education. TEA is conducting more and more audits each year and local accountability is becoming a greater issue and area of focus. The process for instructional materials and resource procurement is complex and relies on an enrollment allotment system through the TEA. Any additional funding for instructional materials or resources must be raised through local district or campus funds resulting in a need to ensure proper inventory, disbursement, and auditing procedures are in place. The goal of Tomball Independent School District (TISD) is to ascertain that every student will have the instructional materials needed to be successful to achieve student academic excellence. This manual will give you an idea of how the instructional materials and resource system works and will allow you to be able to adequately maneuver this complex process. Although this manual serves as a guide, with ongoing changes in TEA procedures, we urge you to contact the District's Instructional Materials Coordinator with any questions or concerns you may have if you are in need of assistance.

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. Maintains all textbook and supplies records including warehouse operations. Ensures that a barcode label is placed on all instructional materials, supplies, and resources prior to distribution to campuses.
7. 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*
8. Conducts physical inventory audits of all campus instructional materials and documents results in the district files. District IM Coordinator will schedule inventories on an annual basis with campuses.
- 9.
10. 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. Keep the instructional material in good condition. Any misuse of instructional materials due to carelessness or neglect may result in a fine.
3. 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 as directed by the Campus Instructional Materials Coordinator.
3. Notify the Campus Instructional Materials Coordinator when an instructional material is lost, destroyed, or damaged by a student. Teachers cannot collect fines from students; this is the responsibility of the Campus Instructional Materials Coordinator.
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. The Campus Instructional Materials Coordinator is responsible for ensuring all textbooks and resources are available in adequate quantities to meet the needs of students and teachers while maintaining accurate documentation.
2. Order student and teacher materials as needed by using TIPWeb.
3. Check-in instructional materials per district policy. Report discrepancies to the District Instructional Materials Coordinator within 5 days.
4. Maintain all instructional materials records and statement of charges. Follow the retention records for all the instructional materials. Utilize the District's inventory software to record all transactions.
5. Schedule instructional material checks periodically during the school year.
6. Keep *all* extra instructional materials in a controlled location.
7. Follow business office policies in collecting payment for lost instructional materials or fines. Send all money collected to the District Instructional Materials Coordinator.
8. 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.

9. Prepare for a district audit if you were directed to by the District Instructional Materials Coordinator.
10. Returning all issued supplies to the campus storage location(s) at the end of the school year or end of a semester, or if a class is no longer in session, and updating your campus inventories in TIPWeb.
11. The campus is held responsible for the dollar value of the instructional materials, resources, and systems issued to that campus.
12. Once payment is collected for losses per district policy, the lost instructional material will be taken off of your campus inventory.

G. Principal

1. Accountable for all instructional materials, teacher materials, and resources and assumes all responsibility for dollar values of materials issued to the campus.
2. Designates an Assistant Principal or other school employee to assume the duties of Campus Instructional Materials Coordinator.

II. District Instructional Materials Administration

A. Distribution of Instructional Materials at the District Level

1. Instructional materials and resources arrive at the Warehouse and are counted and given a barcode with an accession number. Instructional materials and resources are then distributed to each campus based on enrollment numbers. The District IM Coordinator will work with each campus to accommodate delivery of items.
2. Newly adopted instructional materials are delivered in the summer prior to the start of school. The District IM Coordinator has little or no control over when textbooks will be shipped. After processing books upon delivery, the District IM Coordinator will schedule a time for campus delivery.

B. 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.

C. 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.
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.

D. 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.

E. 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 authority to manage instructional materials and resources at the campus level is delegated to the Campus Instructional Materials Coordinator (CIMC) appointed by the school principal. The expectation is that well-defined policies and procedures will be consistently implemented. 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.

The campus administration has the ultimate responsibility for the care of instructional materials and resources allocated to the campuses and are accountable for their use. This responsibility is shared with teachers and students (and their parents/guardians) to whom the instructional materials and resources are distributed.

A. Ordering Instructional Materials

Effective instructional materials resource management involves clear precise communications between all parties involved. The communications must be based on factual, accurate, and objective information. Complete and accurate records of instructional materials resource receipts, distributions, returns, payments, and damages are essential and must be maintained from year to year.

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.

If your campus is adding a new course, which will require the use of instructional materials, you must inform the District IM Coordinator and Chief Academic Officer as soon as the final decision is made. Textbooks will not be supplied for programs or courses that have not been approved by the Chief Academic Officer.

Reasons a campus might request materials from the Distribution Warehouse:

New student

New teacher

Lost or damaged materials in need of replacing

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, Dual Learning

Dual Language students will be provided with the appropriate instructional materials for the program in which they are enrolled.

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. New Adoption & Replacement of Incorrect Book Sent to the Campus

1. Go to TIPWeb and create a requisition.
2. The TIPWeb system will notify the District IM Coordinator that a requisition is in the cue for processing.
3. When the Distribution Warehouse receives the request, enrollment is verified for eligibility.
4. Once eligibility is checked the District IM Coordinator will fill the order as completely and expediently as possible once this information is verified. The District IM Coordinator will also record the date of the requisition and its status on the delivery ticket.
5. If a part of the requisition cannot be filled due to lack of materials in the district, that part of the order will be placed on "Back Order". It may take 10 days or longer to order additional materials from publishers.
6. If your campus receives an email asking for surplus materials, please respond within 24 hours to that email. If Surplus materials are available we ask that you prepare the materials within 5 days.
7. Campuses should put in an inventory adjustment through TIPWeb using the Textbook Return Procedure to expedite the process.
8. Always sign requisitions and delivery forms and keep a copy for your records.
9. Upon delivery of instructional materials to a campus, the Campus Instructional Materials Coordinator or their designated staff member must sign the transaction form. Any discrepancy should be made to the District IM Coordinator within 5 days of delivery.
10. After receiving the materials, go into TIPWeb and receive the materials. This must be done within 10 days. After 10 days the district will automatically show received: as complete kits/sets/instructional material counts. If there is a discrepancy, it will not be changed. The campus is responsible to maintain accurate records.

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.

C. 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.

D. Highlighting

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

E. 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.

F. Instructional Material Return Procedures

The following are procedures each campus should use when returning teaching materials to the Textbook Warehouse:

1. The Campus Instructional Material Coordinator will go to TIPWeb and go to Inventory and Campus Adjustment.

2. When the Warehouse receives the TIPWeb notification the District IM Coordinator will coordinate a pick up date with the campus. These materials need to be properly boxed, labeled and taped closed by campus staff. Do not mix In Adoption with Out of Adoption materials.
Labels include: Name of Campus Name/Title of textbook or material Quantity of instructional materials in box (Please do not exceed thirty pounds per box.)
3. If you are returning an instructional material/resource that has components associated with it, all components must be returned for your campus to receive credit for the return (example: math has a textbook and two workbooks). The Campus Instructional Materials Coordinator will submit an adjustment form in TIPWEB. When the district IM Coordinator receives the adjustment, a time will be scheduled for pick up. If a campus cannot provide a complete set for return, one of the following shall occur: The campus must purchase the missing items or the campus must pay for a complete set.

G. Out of Adoption Instructional Materials

Out of Adoption Instructional materials must be sent back to the District Instructional Materials Coordinator per district policy. These items will be taken off of a campus inventory. These Out of Adoption instructional materials may be retained by the campus and used as resource material. Boxes cannot exceed thirty pounds per box and must be labeled.

1. Review the out-of-adoption listing provided by the District IM Coordinator annually and make sure only the titles on the lists are set aside for the out-of-adoption returns. Once the textbook warehouse picks up the out-of-adoption titles, they cannot be returned to the campus.

H. Damaged/Lost Instructional Materials

1. When returning damaged books to the textbook warehouse, the Campus Instructional Material Coordinator will go to TIPWeb and go to Inventory and Campus Adjustment.
2. When the Warehouse receives the TIPWeb notification, a Warehouse staff person will coordinate a pick up date with the campus. These materials need to be properly boxed, labeled and taped closed by campus staff. Boxes cannot exceed thirty pounds per box and must be labeled.
3. 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. The District will barcode their materials.

I. Lost Instructional Materials Payments

When students pay for lost instructional materials, the money is to be sent to the District Textbook Coordinator per district policy and only used to purchase replacement of instructional materials or pay for lost instructional materials at the end of the school year.

J. 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.

K. 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.

IV. Proclamations and Instructional Materials Adoption Procedures

The SBOE uses a proclamation to call for new instructional materials. The proclamation lists the subject areas scheduled for review. It contains a schedule of adoption procedures, requirements, the Texas Essential Knowledge and Skills (TEKS), and instructions for providing electronic files for braille and large-type materials. Proclamations are named for the year the materials go into the classroom.

A. Development and Submission

Once the proclamation is issued, publishers submit a Statement of Intent to Bid. This states their interest in participating in the review and adoption cycle. Publishers have one year to develop materials that meet the proclamation's requirements.

B. Instructional Materials Adoption

The commissioner of education recommends that the instructional materials be placed on the adopted or rejected list, based on the percentage of TEKS covered. To be eligible for adoption, instructional materials must meet at least 100% of the TEKS and 100% of the ELPS in both the student version and teacher version of the instructional materials.

During an adoption year, Content Area Coordinators encourage representatives from across the district to participate in an Instructional Materials Review Team to determine the selection of textbooks and educational resources. This team will consist of representatives whose grade levels are involved in the textbook/resource and instructional material adoption and who represent the district. The purpose of the Textbook Review Committee is to ensure that the textbooks align with the TEKS and Tomball Independent School District curriculum. This process will include developing rubrics, allowing for representative input, providing textbook/resource presentations per approved publisher that are open to the public, and selecting a textbook/resource that best addresses the content area.

Teacher input is highly encouraged and allotted times will be provided to ensure stakeholders have an opportunity to participate in the adoption process.

- For technology applications where electronic materials are being considered for adoption, the materials must be web-based and congruent with TISD's technology plan. Prior approval is needed from the Technology Department before recommending the materials for adoption.
- For areas in which the district does not currently offer the class/subject area up for adoption, the Directors of Curriculum and Instruction will work with the Chief Academic Officer to develop a process to ensure the selection of instructional materials/resources.
- If both English and Spanish textbooks are up for adoption in a subject area, the decision cannot be split.
- When rubrics are complete and alignment is ensured with TEKS and the District Curriculum Coordinators, will conduct a meeting allowing one representative from each campus the opportunity to vote on the proposed selection of textbooks or resources by the Instructional Materials Review Committee. Based on the majority vote, resources will then be recommended to the TISD Board of Educators for final approval. These results are approved by the Board no later than the May Board Meeting of the adoption year.

- In order for the recommendation to proceed, a representative of the publishing company must submit a signed letter to the District IM Coordinator or Content Area Coordinator(s) outlining the following:

- Statement assuring the district will receive materials for new teachers for the life of the adoption.
- A list of ancillary materials and how long these ancillary materials will continue to be provided to the district.
- Price lists of any materials that the district will be expected to replace.
- A detailed listing of training provided to teachers for the first year and for the continuing years of the adoption including any fees associated with any proposed training

Please Note: Tomball ISD is a closed district. Instructional Material representatives may visit with the District IM Coordinator or Content Area Coordinator(s) at any point in the year. However, instructional materials representatives shall not contact any teacher, at any time during the adoption process. All communications between the instructional materials representatives and the TISD will be through the District IM Coordinator or the Content Area Coordinator(s).

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>