



BARBERS HILL
Independent School District

Instructional Materials & Technology Allotment



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Overview

- Textbooks belong to the State of Texas.
- The campus is held responsible for the dollar value of the textbooks and systems issued to that campus.
- BHISD is charged and held accountable for over \$400,000.00 by TEA for the textbooks currently in use by the district. This is why it is so important for each campus to actively pursue payment for lost textbooks or textbooks that are not returned, and to create and maintain very accurate inventory records.
- TEA goes by its inventory figures exclusively. If TEA says a district has been issued a certain number of textbooks, then the district is held accountable for that number of textbooks.
- **All textbooks that are listed as missing must be paid for by the district whether or not the student pays for a lost textbook.**

Student & Parent/Guardian Responsibilities

- Cover all textbooks
- Return all textbooks at the end of the school year, or when withdrawing
- Maintain acceptable condition of all textbooks

Teacher Responsibilities

- Account for all textbooks assigned to the teacher
- Ensure textbook covers are used
- Maintain acceptable condition for all textbooks
- Notify the parent/guardian and textbook coordinator if textbooks are lost or damaged
- Notify textbook coordinator if additional textbooks are needed

Principal

- Designate an AP to serve as the textbook coordinator
- Maintain responsibility for all textbooks assigned to the campus
- Establishes campus procedures for textbook management

AP/Textbook Coordinator

- Maintain responsibility for all textbooks assigned to the campus
- Establishes campus procedures for textbook management
- Maintains accurate textbook inventory
- Hold teachers and students accountable for textbooks they are issued
- Receipt(s) must be issued for any textbooks paid for by parents or students
 - Include the ISBN and title of the textbook
 - Receipt books for textbooks are auditable documents
 - Keep for the life of the adoption plus two years or a minimum of eight years

Requesting Textbooks

- NEVER transfer books between campuses
- Submit the Instructional Materials Request Form to Ashlee Boothe



Instructional Materials Request Form 22-23

Requested by: _____

Date: _____

Campus(es):

- ECC
- ESN
- ESS
- ISN
- ISS
- MSN
- MSS
- HS
- LSC

Instructional Materials Type:

- Textbooks – non-consumables
- Textbooks – consumables
- Manipulatives
- Technology
- Other:

Name of Material (include author and/or ISBN if known):

Quantity: _____

Missing or Damaged Textbooks

- Notify the student's parent/guardian and the district IM coordinator
 - Secure payment from the student and provide the student with a receipt
- Request replacement textbooks

DAMAGES	Charges
Torn Pages Minor Major	\$1.00/ pp 25%
Ink or Pencil Marks Minor Major	\$1.00/pp 25%
Loose Bindings	50%
Minor Water Damage (no mildew)	50%
Missing Pages	100%
Obscenities – Drawn or Written	100%
Damages That Prevent Re-Issuing Textbook – Including Mold or Mildew	100%

EOY Bookroom Audit

- Receive all textbooks to the book room and enter into Skyward
- Books should be shelved according to subject area, five books with the spine facing out, then five books with the spine facing inward (ensures easy counting)
- Print out an inventory sheet from Skyward
- District IM Coordinator will review the bookroom for:
 - Organization
 - Textbook procedures
 - Textbook receipt book
 - Sample notification to parents of missing/damaged books
 - Anticipated number of additional books needed for the upcoming school year

EOY Bookroom Audit Dates

- ECC/ESN/ESS - May 1-5, 2023
- ISN/ISS - May 8-12, 2023
- MSN/MSS - May 15-19, 2023
- HS - May 22-26, 2023
- **Scheduled audits will be postponed if textbooks are not arranged in 5's**

Out of Adoption Textbooks

- Out of adoption textbooks that the campus no longer wants will be returned to the district warehouse
 - Contact the IM Coordinator to get a large textbook box delivered to your campus
 - Keep an inventory of the books placed into the box
 - Email the inventory of the out of adoption books to the IM Coordinator
 - Notify the IM Coordinator when the box is ready to be picked up

Consumable Textbooks

- Consumables are meant to be written in by the student each year
- Consumables are not meant to be returned to the bookroom IF the student has written in the book
- Consumables should be inventoried in the bookroom in order to maintain accurate counts

Questions?

Contact:

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State and Federal Programs Coordinator

Instructional Materials Coordinator