

TEXTBOOK ADMINISTRATIVE GUIDELINES AND PROCEDURE MANUAL
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GENERAL RESPONSIBILITIES – Section A

Superintendent:

1. Is responsible for reporting district-wide memberships to the Commissioner of Education.
2. Is ultimately responsible for all textbook activity within the district.
3. Designates a District Textbook Coordinator.

District Textbook Coordinator:

1. Is responsible for controlling all textbook activity within the district and coordinating all textbook activity with TEA.
2. Is accountable for all textbooks charged to the system.
3. Is accountable for all money collected from students for lost or destroyed books.
4. Must maintain all records of textbook activity including textbook distribution to and transfer from all schools within the system.
5. Must ensure that all books are numbered and that “property of the State of Texas” is printed on the inside cover.
6. Must collect all money from the schools remitted by students for lost or destroyed textbooks and control these funds in a separate fund marked only for repurchase of new books.
7. Must requisition textbooks by completing the necessary textbook forms.
8. Must accept all textbooks shipments for the district and report all shipment errors and/or discrepancies.
9. Must report all publishers who fail to ship samples.
10. Is responsible for all shipments of textbooks from the district (interim, expiring-adoption, out-of-adoption).
11. Must ensure that an annual physical inventory of all current adoption textbooks and learning systems requisitioned and delivered to the district is conducted.

Principal:

1. Must keep all extra textbooks that are within the maximum allowed in a controlled bookroom.
2. Must return any surplus textbooks to the central district storage facility.
3. Must ensure that all required accounting procedures are followed for money collected for all lost, destroyed, or damaged textbooks.
4. Must send all money collected from students for sales (including payment for lost and destroyed textbooks) to the District Textbook Office.
5. Must conduct an annual physical inventory of all textbooks and teacher resources.
6. Must require that all textbooks be covered.
7. Must require regular textbook inspections be conducted.
8. Must verify all textbook transactions and report any discrepancies to the District Textbook Department.

9. Must report all textbook transactions from campus to campus to the District Textbook Department.
10. Must return all textbooks to the campus textbook storage area at the end of the school year or at the end of the first semester for all classes that do not continue.
11. Must complete all required reports from the District Textbook Department.
12. Must report all textbooks needing to be replaced due to destruction or wear.
13. Must report all students owing outstanding textbooks to any campus to which the student transfers.

The principal has the primary responsibility for the care and distribution of textbooks at each campus. An assistant principal or clerk may be assigned the duty of campus textbook coordinator by the principal. The campus textbook coordinator will be responsible to the principal for the proper disposition of his/her duties. The principal, however, remains the primary custodian at the campus.

TEACHER:

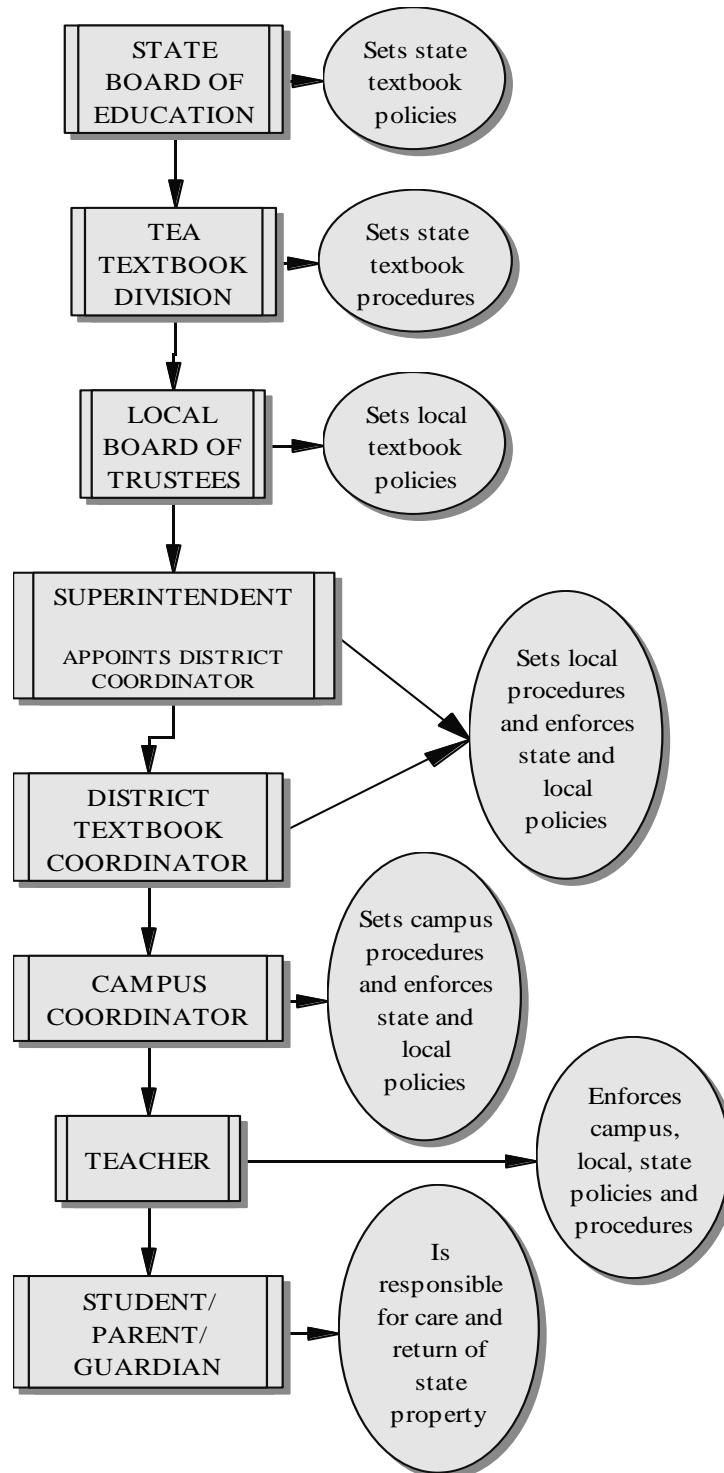
1. Must keep an accurate record of all textbooks received and issued to students.
2. Must keep record of the textbook number stamped on the inside cover for all books issued to each pupil.
3. Ensures that all textbooks are covered at all times.
4. Conducts periodic textbook inspections as required by the principal.
5. Must notify the parent when first becoming aware that a textbook is lost, destroyed, or damaged.
6. Must return all surplus textbooks to the bookroom. Surplus textbooks are defined as any extra textbooks in the classroom. For example, if a class has 22 students and each student is eligible to have a textbook but the teacher keeps a classroom set of 25, the teacher is in violation of State rules governing textbook quotas.
7. Must return all textbooks to the bookroom at the end of the year or the end of the course, for purpose on inventory.
8. Must check the textbook number and condition on the textbooks as they are returned by the students.

Student/Parent or Guardian

1. Must keep all free textbooks covered at all times.
2. Must ensure proper use and care for all textbooks.
3. Must return textbooks at the close of the school or the end of the course or at the time of withdraw.
4. Must reimburse the school for any lost, destroyed or damaged textbooks issued to that student.

Each student, or his parent or guardian, shall be responsible to the teacher for all textbooks not returned by the student, and any student failing to return all textbooks shall forfeit his right to free textbooks until the textbooks previously issued but not returned are paid for by the parent or guardian. If a student loses a textbook(s) and fails to return or pay for it, the school shall allow the student to use the textbook(s) at school during each school day but not to be assigned a textbook for out of class use.

TEXTBOOK RESPONSIBILITIES



DISTRICT TEXTBOOK ACTIVITY CALENDAR

July August

DISTRICT ACTIVITIES

- District continues to receive and process summer shipments.
- Missing textbook report and payment sent to the state.
- District inventory adjusted to reflect missing textbook payment sent to the state.
- District delivers fall shipments to campuses.
- District sends supplemental requisitions to the state and processes supplemental shipments.

CAMPUS ACTIVITIES

- Campuses receive and verify fall shipments.
- Campuses distribute textbooks to teachers and pupils.
- Campus inventories are adjusted to reflect missing textbooks for which payment has been sent to the state.

September October

DISTRICT ACTIVITIES

- Supplemental shipments arrive from the state.
- District fills campus requests for fall shipment based on membership, adjusted inventory, and quotas.
- District identifies subject areas with textbooks on the adoption list.

CAMPUS ACTIVITIES

- Campuses distribute textbooks to students and teachers.
- Campuses identify membership changes and request needed textbooks.

November December

DISTRICT ACTIVITIES

- Textbook Selection Committees conduct organizational meetings.
- District receives official samples of all textbooks on the adoption list.
- Meeting dates and locations of the Textbook Selection Committees are sent to District Textbook Coordinator.

CAMPUS ACTIVITIES

- Campuses begin to receive sample textbooks.

January February

DISTRICT ACTIVITIES

- Textbook Selection Committees meet to evaluate textbooks on the adoption list.
- District receives annual requisition forms from state.
- Textbook Selection Committees finalize recommendations for adoption to the Board.
- School Board adopts textbooks for use in the district.

CAMPUS ACTIVITIES

- Campuses prepare consumable order for fall shipment and send to district office.

March April

DISTRICT ACTIVITIES

- District completes the annual order and exceptions report to send to the state.

CAMPUS ACTIVITIES

- On-going

May June

DISTRICT ACTIVITIES

- District sends inventory forms to campus.
- District audits campus inventories.
- District receives summer shipment.
- District processes summer shipment.
- District collects out-of-adoption books.
- District sends out-of-adoption books away.

CAMPUS ACTIVITIES

- Campuses collect books from students and store them for inventory purposes.
- Campuses prepare out-of-adoption books for return to the district facility.
- Campuses inventory all state owned textbooks.
- Campuses send completed inventory forms to the District Textbook Office.

July August

DISTRICT ACTIVITIES

- District continues to receive and process summer shipments.
- District delivers fall shipments to campuses.
- District sends supplemental requisitions to the state and processes supplemental shipments.
- District sends missing textbook report to the state.

CAMPUS ACTIVITIES

- Campuses receive and verify fall shipments.
- Campuses distribute textbooks to teachers and pupils.

Throughout the Year

DISTRICT ACTIVITIES

- District transfers textbooks to campuses when eligibility is documented.
- District approves transfers from one campus to another.
- District requests additional textbooks from the state when eligible.

CAMPUS ACTIVITIES

- Campuses collect money from students for lost, destroyed, uncovered, or damaged textbooks.
- Campuses request additional textbooks from the District Textbook Office when eligible.

MEMBERSHIP- Section B

District Administrative Guidelines

1. TEA will use October PIEMS data to determine estimated membership for the forthcoming fall. After the first day of school enrollment figures will determine membership. Documented pre-enrollment figures can be used to determine eligibility for textbooks for fall.
2. The campus shall report the current membership whenever requesting additional textbooks.

Campus Administrative Guidelines

1. The campus shall report the current membership whenever requesting additional textbooks.

Definitions and Information

MEMBERSHIP

Membership is defined as the number of students enrolled in a grade and/or subject. Grades K-8 report the number of students enrolled in a grade. Grades 9-12 report the number of students enrolled in a subject. The membership data is used to determine how many books for which the district or a campus is eligible.

TEACHER MEMBERSHIP

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

QUOTAS

A quota is the number of books for which a campus or district is eligible based on the membership. The quota is set forth in the proclamation for which the given subjects are called. Quotas are subject to change if the State Board of Education modifies or reduces the quotas for budgetary reasons.

Three factors determine how many textbooks for which a campus or the district is eligible: the quota for the textbook, the number of students enrolled in a grade and /or subject (membership), and the number of textbooks from the same multiple list already assigned to a campus or district as based upon the annual inventory.

SPECIAL POPULATIONS

Students with visual handicaps are determined eligible for special textbooks 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 textbooks, which include books in Braille, large type, or audiotapes. To receive these modified textbooks each student must be registered with the Matter for the Blind.

SPECIAL EDUCATION

Special education students who are performing off grade level may receive textbooks at the performance level. Eligible students must be included in the membership of the grade level at which they are performing.

ACCELERATED STUDENTS

High school textbooks may be used by seventh and eight grade students enrolled in accelerated classes. This use of books must be approved by the subject area coordinator. The students must be included in the high school subject enrollments for which textbooks are needed. GATE students may use off-grade-level textbooks. Each student is entitled to only one book per subject. For example, a fifth-grade student working on a sixth-grade level may have only one math book, either fifth or sixth grade. These above-grade-level books are subject to availability on a campus or within the district.

BILINGUAL MEMBERSHIP

Students identified as bilingual and enrolled in bilingual classes are entitled to bilingual textbooks. Bilingual textbooks are defined as textbooks written in Spanish for pupils who are not proficient in English. Bilingual students are eligible for the bilingual textbook as well as the adopted English textbook for each subject. Therefore, when counting membership for bilingual students, count them once for bilingual membership and then once again for total membership.

ORDERING, DISTRIBUTION, AND USE – Section C

District Administrative Guidelines and Procedures

1. The public schools of Texas must use the free textbooks adopted by the State Board of Education. A school district must procure and use unadopted books and materials under specified conditions and with Board approval.
2. The district shall receive shipments from the state, send initial shipments to campuses, transfer textbooks to campuses that meet eligibility requirements, and receive transfers from campuses.
3. The district shall receive out of adoption books from campuses, which will be sent to a central collecting facility.
4. The district shall receive worn out textbooks from campuses, file the required state reports, and return textbooks to the state when necessary – depending on the condition of the textbook.
5. The district shall request additional textbooks from the state when the district is eligible.
6. The district shall send to TEA an annual requisition in April requesting newly adopted textbooks and additional textbooks to meet membership for fall classes
7. The district shall report any shipment discrepancies to the shipping location within 10 days of the shipment.
8. On annual orders for instructional materials, enrollment shall be reported based on the maximum number of students enrolled in the district during the previous school year or registered to attend the district during the next school year.
9. After the beginning of the school year, supplemental orders for instructional materials shall be based on the actual number of students enrolled.

Campus Administrative Guidelines and Procedures

1. The campus shall receive and verify all shipments and transfers.
2. The campus shall report any shipment discrepancies to the shipping location within 10 working days.
3. The campus may request additional textbooks from the District Textbook Office when eligible and when a need arises.
4. All transfers shall be made through the District Textbook Office. A campus may not transfer textbooks to another campus unless directed to do so by the district office. A campus may not lend textbooks to any individual, organization, another campus, or another school district.

Definitions and Information

TRANSFERS

A transfer of textbooks takes place when books are moved from one location to another. In order to ensure that textbook records are accurate and up-to-date, all transfers are to be handles through the District Textbook Office. Do not call another campus for additional textbooks.

It is important that both sending and receiving locations verify the number of books being transferred. If a discrepancy is found by the receiving location, the actual numbers should be verified immediately and the shipping location notified.

REQUESTS

When a campus needs and is eligible for additional textbooks because of a membership increase, the District Textbook Office is to be notified. Requests will be filled or denied upon the current Membership and the number of books in the campus inventory.

SHIPMENTS

Before the beginning of school each year an initial shipment of textbooks takes place. This shipment will contain the first shipment of newly adopted titles, consumable books, and textbooks required to meet the needs of the fall membership.

The initial fall shipment will be done by the District Textbook Office using appropriate district transportation. It is the responsibility of the receiving location to count the shipment to verify the numbers.

DISCREPANCIES

It is the responsibility of the receiving location to count the shipment to verify the numbers. If there is a discrepancy found, then the receiving location has 10 working days to notify the shipping location of the difference. Contact is to be made to settle the discrepancy to the satisfaction of all parties. The discrepancy must be identified within 10 working days of the initial shipment or the discrepancy is not honored. The numbers are to be verified by each location and the actual number of textbooks in the shipment is to be recorded on the transfer form.

OUT-OF-ADOPTION

Textbooks on which the state contract has expired are to be considered out-of-adoption. These textbooks are no longer listed in the Current Adoption Bulletin. Out-of-adoption textbooks may be retained by the campus to be used as supplemental material. A campus may also donate these textbooks to students. Out-of-adoption textbooks may not be sold by school districts.

CONSUMABLE TEXTBOOKS

Consumable textbooks, textbooks in workbook format designed to be completely used and written in throughout the year, are to be sent with school records when a student transfers from one school to another within the district. Consumable textbooks are not to be sent with student records when a student transfers out of the district. If a campus is in need of additional consumable textbooks during the school year, contact the District Textbook Office.

LOST TEXTBOOKS – Section D

District Administrative Guidelines

1. The District Textbook Office shall collect money for lost, damaged, and destroyed textbooks from each campus.
2. The total district textbook inventory will be maintained at 100% of the membership or at the quota as specified in the Current Adoption Bulletin.

District Procedures

1. The campus inventories shall be adjusted to reflect lost or destroyed textbooks wherein the student was not at fault and payment was not made. The district shall notify TEA of no fault losses within 60 days of the occurrence.
2. The district shall send lost textbook information and money to TEA so that the district records can be adjusted.
3. All money not sent to TEA will be held in the district textbook account.
4. At any time during the year, any lost and paid textbook records can be reconciled and inventories adjusted.

Campus Administrative Guidelines

1. The campus shall ensure that all required accounting procedures are followed for money collected for all lost, destroyed, or damaged textbooks.
2. The campus shall report all textbooks needing to be replaced due to destruction or wear.
3. The campus shall send notification to the forwarding campus of any student owing for outstanding payment for lost, destroyed, or damaged textbooks.
4. The campus shall notify the parent or guardian when a textbook is lost or damaged.
5. When payment for a textbook is acquired by a student, the textbook becomes the property of the student.
6. The campus may provide for a method of payment other than a lump sum payment of the full price of the book.

7. In order for a campus to require a student to pay for a lost textbook, it must first determine that the student was at fault.
8. District personnel are responsible for lost or damaged textbooks or teacher's editions that has been issued to them for their use.

Campus Procedures

1. The campus shall collect full replacement cost from students for lost textbooks and destroyed textbooks that are not longer in usable condition. (See Current Adoption Bulletin for the state price list) When one component of a system is lost or damaged, the student is responsible for the replacement cost of the lost component.
2. The campus shall collect fines for textbooks that have been damaged.
3. Teachers shall make three documented attempts to notify the parent or guardian when a textbook is lost or damaged and payment is required.
 1. A notice shall be sent home by the student
 2. A notice shall be sent by regular mail
 3. A phone call shall be made and documented
4. If payment is not made, then the campus administration shall intervene and make contact with the parent or guardian.
5. If a textbook is destroyed or lost and it is determined that the student was not at fault, the district Textbook Office must be notified. The district office must be notified of these losses within 30 days of the occurrence. In the case of a stolen textbook, a report must be filed with campus principal. A copy of a campus security report must be attached to document all thefts. If a student was acting in a responsible manner in caring for the book at the time of the loss, then it can be determined that the student was not at fault.
6. If a textbook is worn out and no longer in usable condition, return the book to the District Textbook Office.
7. All money collected from students for lost or destroyed expiring textbooks shall be applied toward the payment for current adoption textbooks which have been lost and for which no payment could be collected.
8. The campus shall notify the district Textbook Office by September of all textbooks that have been destroyed and are no longer in a useable condition due to normal wear and tear.

9. The campus shall make notation on a student's permanent record any information concerning outstanding debt owed for lost, destroyed, or damaged textbooks. This is to be sent to the forwarding campus of all transfer students.
10. The campus may withhold the issuing of textbooks to students who have not returned or made payment for lost, destroyed or damaged textbooks. Student use of the textbook in the classroom is required.
11. The campus may keep a student from all extracurricular activities, until all payment for lost, destroyed or damaged textbooks has been satisfied.

TEXTBOOK FINE SCHEDULE

Fines will be assessed for any textbooks that have been damaged but are still in usable condition.

Any textbooks that have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed. See the current Adoption Bulletin for the correct price of the book.

FINE SCHEDULE:

Marking in book	\$.25-\$1.00 per page
Markings on edge of book	\$.50-\$1.00 per edge
Excessive markings	Full Price of Book
Torn Pages	\$.25-\$1.00 per page
Page torn out	Full Price of Book
Broken or bent cover	\$1.00-\$2.00
No book cover	\$.25-\$.50 each incidence
Water damage	Full Price of Book
Missing Barcode	Full Price of Book

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Any textbooks that have been paid for in full by a student become the property of the student. Mark out the "Property of the State of Texas" on the inside front cover and indicate that the book has been paid for in full and date.

INVENTORY – Section E

District Administrative Guidelines

1. The district must ensure that an annual physical inventory of all current adoption textbooks and learning systems is conducted.
2. The district must pay for all textbooks and/or learning systems that cannot be found during the annual inventory.
3. The district shall draft against each campus' student activity fund for net shortages identified during the annual physical inventory.
4. The total district textbook inventory will be maintained at a minimum of 100% of the membership or at the lower quota as specified in the Current Adoption Bulletin.
5. The district may retain and use out of adoption textbooks.
6. Instructional materials determined to be surplus-to-quota shall be returned to the state textbook depository. Textbook surplus is determined by the current year's actual enrollment in the grades and/or subjects.

District Procedures

1. The district shall send to each campus a copy of the current inventory prior to the beginning of the annual inventory.
2. The District Textbook Director or designee can meet with Campus Textbook Coordinator at each campus immediately following the annual campus inventory to audit the inventory records if requested by the campus.
3. When a new campus textbook coordinator is designated, a full inventory should be done.
4. The district shall send a financial accounting statement to each campus in June that would charge each campus for the textbooks identified as missing during the annual inventory.
5. The district shall adjust the campus inventories to reflect missing textbooks that have been paid for by the campus.
6. On July 1, the district shall send the state money collected for missing textbooks so that the district inventory can be adjusted accordingly.

7. In June of each year, the district shall pick up any out-of –adoption textbooks no longer wanted at the campus.

Campus Administrative Guidelines

1. The campus must return all textbooks to the campus textbook storage area at the end of the school year or at the end of the first semester for all classes that do not continue.
2. The campus must conduct an annual physical inventory of all textbooks and teacher resources and return completed inventory counts to the District Textbook Office.
3. The campus must complete all required reports from the district Textbook Department.
4. The campus must report all textbooks needing to be replaced due to destruction or wear.
5. The campus shall be financially accountable for the amount of net shortage as identified on the annual inventory.

Campus Procedure

1. The campus shall conduct an annual inventory in June of all materials listed in the Current Adoption Bulletin.
2. The campus shall use the form set by the district Textbook Office.
3. All textbooks listed in the Current Adoption Bulletin must be collected from students and teachers for the purpose of inventory. It is strongly recommended that these textbooks be located in one location. It is also recommended that all teacher editions and teacher resources be collected or accounted for at the end of each school year. Any teacher edition that is state-adopted, listed in the current Adoption Bulletin, must be collected and inventoried.
4. The campus shall send to the District Textbook Office money for textbooks or full systems identified as missing during the annual inventory. If a system is missing one or more components, the campus is responsible for the replacement of the missing items through the publisher so the system remains complete.
5. The campus textbook records will be adjusted to reflect the missing textbooks for which money has been received.

6. Any out-of-adoption textbooks that the campus does not want to keep are to be boxed and labeled “out-of-adoption” and ready for pick up in June.
7. Notify the District Textbook Office of any inventory adjustments (books identified as missing and later found). A full inventory recount of that title will be taken at that time.

Definitions and Information

TEXTBOOK

A book, a system of instructional materials, or a combination of a book and supplementary instructional materials that conveys information to the student or other wise contributes in the learning process, or an electronic textbook.

STATE-OWNED TEXTBOOKS

All textbooks sent to the district from the state book depositories to meet the membership quota are state-owned textbooks. Any textbooks purchased by the district or the campus to replace missing state-owned books are to be considered state property. These books must be inventoried each year and an accounting made of all books that are missing.

DISTRICT-OWNED TEXTBOOKS

Any textbooks purchased by the district for use throughout their district are considered district-owned books. Any textbooks purchased by the district to replace missing state-owned textbooks are to be considered state-owned textbooks, not district-owned books.

CAMPUS-OWNED TEXTBOOKS

Any textbooks purchased by the campus for use at that campus are to be considered a campus owned textbook. These books are to be clearly marked that they are “campus-owned” and stored in a separate location from the state-or district-owned textbooks. The campus is solely responsible of the inventory of these textbooks.

TEACHER EDITIONS, AIDS, AND TEACHER RESOURCE MATERIALS

All related teacher materials which can include answer books, teacher editions, guides, keys, handbooks, resource books, etc., are considered teacher editions and aids. Most teacher aids are not charged to the district’s inventory. Any teacher edition, which is listed in the current Adoption bulletin, is charged to the district inventory and, therefore, the campus inventory.

CONSUMABLE TEXTBOOKS

Textbooks, which are designed to be completely used, and written in throughout the school year, are consumable textbooks. These textbooks are listed as consumable in the Current Adoption Bulletin. Some consumable materials are provided by the publisher as part of the adoption and will be provided by the publisher each year for the first six years of the adoption. Inventory charges are deleted at the end of the school year. Any consumable items not used should be counted during inventory for ordering purposes. Do not store partially used consumable textbooks in the bookroom.

ELECTRONIC INSTRUCTIONAL MEDIA SYSTEMS (EIMS)

Learning systems whose primary method of communication is through electronic media is an EIM System. If any of the components are missing, the system is considered incomplete and cannot be inventoried.

LEARNING SYSTEM

A group of materials that includes the teacher materials and student materials is a “learning system”. All components of the system must be present for a system to be counted during inventory.

MULTI-VOLUME SET

Any textbook that has more than one volume, which constitutes the entire book, is a “multi-volume set”. The titles of the volumes in a multi-volume set will be different. All components of the set must be present for the set to be complete and counted during inventory.

OUT-OF-ADOPTION TEXTBOOKS

Textbooks on which the state contract has expired are to be considered out of adoption. These textbooks are no longer listed in the current Adoption Bulletin. They may be sent back to the state during the summer. The district will pick up unwanted out-of-adoption textbooks during June. All out-of-adoption textbooks retained by the campus must be stored separately from the currently adopted textbooks. For more information see the section in this manual about out-of – adoption materials.