

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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9.1 GENERAL INFORMATION

The goal of the Textbook Department is to account for and facilitate the distribution of textbooks for the District in an efficient manner. This goal is attained through the Textbook Coordinator with the cooperation of MISCELLANEOUS SERVICES and the campuses within the district.

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9.2 TEXTBOOKS – RESPONSIBILITIES

Pupil, Parent, or Guardian
 Teacher and Principal
 Textbook Coordinator
 Superintendent
 Local Board of Trustees
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Pupil, Parent, or Guardian

TEC 12.65(b): "...Books must be covered by the pupil under the direction of the teacher. Books must be returned to the teacher at the close of the session or when the pupil withdraws from school.

TEC 12.65 (c): "Each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian."

In addition, the student is responsible for keeping the textbook in good condition. Writing in, or marking on non-consumable textbooks is not allowed. Any misuse of the textbook due to carelessness or neglect may be considered cause to charge the student a fine for that textbook, or for full payment if the book is unusable.

Teacher and Principal

TEC 12.65 (b): "...Teachers shall keep a record of the number of all books issued to each pupil."

TEC 12.65 (d): "Teachers and school officers must make such reports as to the use, care, and condition of free textbooks as may be required by the local trustees or by the State Department of Education."

The principal or campus textbook contact may control the textbook activity within the school by:

- Making a yearly physical inventory of all books.
- Maintaining all textbook records and a statement of current charges.
- Insisting on regular textbook inspections by the teachers, and
- Keeping all extra textbooks in a controlled bookroom.

Textbook Coordinator

TEC 12.65(b): "All books shall have on one inside cover a printed label stating that the book is the property of the state. Schools shall number all books, placing the number on the printed label."

TAC 81.156: "Each school district shall conduct an annual physical inventory of all current adoption textbooks and learning systems which have been requisitioned and delivered to the district. The results of the inventory shall be recorded in the district's files and be available for review by Central Education Agency for all textbooks and learning systems which are determined to be lost during the physical inventory."

The duties of the textbook coordinator are two-fold: controlling all textbook activity within the district and coordinating all textbook activity with the Textbook Division.

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9.2 TEXTBOOKS – RESPONSIBILITIES, continued

The Textbook Coordinator is responsible for enforcing the textbook laws and rules as set forth by the legislature and State Board of Education. It is the division's duty to provide districts with all necessary forms, instructions, and information to requisition and receive the necessary textbooks. The procedures listed in this manual detail the work performed by the Textbook Coordinator.

The Textbook division shall:

- Requisition textbooks electronically through EMAT, the TEA Textbook Administration's Textbook Management System.
- Accept all textbook shipments for the district, including the one official sample textbook or prospectus, and report all shipment errors and/or discrepancies.
- Report all publishers who fail to ship samples.
- Be responsible for all shipments of textbooks from the district (interim, expiring-adoption, out-of-adoption).
- Collect all funds for lost and paid for textbooks from the schools and submit all funds to the Financial Services Department.

The Textbook Coordinator shall:

- Request a strict accounting of textbooks within the system for which he/she is assuming responsibility
- Maintain all records of textbook activity including textbook distribution to all schools within the system
- Ensure that all books are numbered and that "Property of the State of Texas" is printed on the inside cover.
- Remember that he/she is accountable for all textbooks charged to the system during his/her tenure.
- Ensure that an annual physical inventory is completed.

Superintendent

By law, the Superintendent's textbook responsibility is the reporting of district-wide maximum memberships to the Commissioner of Education (TEC 12.61). TAC 81.153, Selection of Textbooks by Local School Districts gives jurisdiction over multiple list selections to the Superintendent and Board of Trustees.

Appointments to the local textbook committee are based on the recommendations of the Superintendent, who serves as chairman of the committee.

Because the Superintendent is the chief administrative officer in the district and is ultimately responsible for all activity within the district, it is important that he/she is kept abreast of all textbook activity. It is strongly suggested that the Superintendent ensure that the coordinator is maintaining accurate textbook records, controlling the textbook funds, and conducting the annual physical inventory. The Superintendent should require that all textbook problems and questions be routed to the textbook coordinator. The Textbook Division prefers to deal directly with the coordinator and refers all textbook inquiries from teachers, principals, etc. to the coordinator.

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9.2 TEXTBOOKS – RESPONSIBILITIES, continued

Local Board of Trustees

TAC 81.153, Selection of Textbooks by Local School Districts, gives the Board of Trustees shared jurisdiction over the district's multiple list selections. The Board approves the recommendation of the Superintendent for appointment of the local textbook committee. All textbooks recommended for selection by the committee must be ratified by the Board of Trustees, and the President and Secretary will sign the Local Textbook Committee Report.

State Board of Education

The State Board of Education (SBOE) oversees the activity of the Texas Education Agency as a whole, including the textbook system. The SBOE is responsible for the enforcement of Texas Administrative Code, Title 19, Chapter 81, Subchapter D, State Textbook Program, wherein all rules and regulations pertaining to the purchase and distribution of free textbooks are given. The SBOE meets in November of each year to adopt the textbooks that will be used in the public schools of Texas.

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9.3 TEXTBOOKS – TERMS AND ABBREVIATIONS

Terms

Ancillary Material – Instructional material provided by the publisher to the school district the first year of the adoption and sometimes continues through the stint of the adoption depending on the agreement between the curriculum head and publisher. This is not a TEA tracked material.

AOG – Administrators Operating Guide – The AOG is written to supplement and define board policies, administrative regulations and official directives. There is a section on textbooks. This will be updated periodically for all Textbook policies and procedures. Please make a copy of this section for your textbook notebook.

ARD – Admissions/Review/Dismissal - A required meeting to review the placement and annual progress of a special education student.

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9.3 TEXTBOOKS – TERMS AND ABBREVIATIONS, continued

Audit – The Textbook Coordinator will visit the campus and physically count textbooks on hand. A date and time are set in advance so that texts can be located in one central area by grade level and title. Titles should be stacked by fives, turning each fifth book a quarter turn in order to be counted more efficiently. Textbooks may not be double-stacked in shelves.

Bilingual Textbooks – Textbooks written in Spanish for pupils who are not proficient in English and whose primary language is Spanish. Students enrolled in bilingual programs are entitled to textbooks both in English and Spanish, when available.

Book Code – a four digit number which identifies a textbook within the district. The first four digits of this number are called a Multi-List Code (MLC), which comes from TEA. The first digit is the grade level through 8th grade, with a 9 representing grades 9 – 12.

Consumable Textbooks – TEA adopted textbooks, which are paperback workbooks, are designed to be used only with one student per text. At the end of the year the student may take it home or it may be thrown away. These texts are to be marked in. If the student transfers from one campus to another, he or she takes the text with him/her. A new consumable textbook is not issued to the same student twice. Consumables are only used in Kindergarten, 1st, and 2nd grades. The subjects using consumables at this time are Handwriting, Spelling, Reading, ESL and Math. At the end of the school year, only the consumables that have not been used are counted in the inventory.

Current Adoption – Titles that are in adoption and are currently being used in the district.

Damaged Textbooks – Textbooks that are still in use but misused by a student. The student will pay a fine if the damage is slight or purchase the text if the damage is extensive. The campus textbook contact or the principal will make this call.

Defective – This term is used when a textbook is falling apart, not from normal use or damage from student mishandling. Defective textbooks are those textbooks that have bindings that have come apart.

Destroyed – This term is used when a textbook needs to be replaced because of disasters such as fires, floods, pipes that burst, or illness (vomiting). These texts may be thrown away because of diseases carried if they are stored or shipped back to TEA. With proper documentation, the district is given credit for destroyed textbooks through one of the circumstances listed above. Principals must notify the Textbook Coordinator within 30 days of the incident by sending signed documentation with the following information:

- Address of occurrence
- Name of student, if applicable
- Date of occurrence
- Manner in which textbook was destroyed.

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9.3 TEXTBOOKS – TERMS AND ABBREVIATIONS, continued

Electronic Textbooks – This is a special classification of textbooks that are CD-ROM or Internet site driven.

Elementary Grade Marking – On the back, outside cover of most elementary textbooks there is a single digit number (usually in one of the lower corners), which represents the grade level for that text.

Enrichment Curriculum – This curriculum is any subject that is not a foundation curriculum. Examples of enrichment subjects are Health, Physical Education, Languages Other Than English, Art, Fine Art, Economics, Career, and Technology.

Exams for Acceleration – Exams for Acceleration Textbooks are textbooks that are used by students to study for these exams. Usually the request is taken care of on the campus level. These are for students currently enrolled in the district. The campus will be responsible for communicating to the parents the date the textbooks should be returned.

Extension – This term relates to a decision made by the SBOE to extend the adoption period of a textbook beyond its normal six years.

Fines – Money collected for a textbook damaged slightly by a student. The amount of the fine has been decided on the campus level in the past, usually starting at \$5.00.

Foundation Curriculum – This curriculum is any subject that comes from the following group of subjects: English, Math, Science, Social Studies, Government, Geography, and Texas, U.S., and World History.

Highlighting – The use of highlighter pens to draw attention to a particular word, sentence, or paragraph in a textbook. Textbooks may be highlighted by a school district for the instruction of special education students if the student's IEP requires such highlighting.

IEP – Individual Education Plan – This is the education plan developed by an Admissions, Review and Dismissal Committee for a special education student.

Inventory – This is a physical count of all TEA adopted textbooks on a campus. This is done at the end of the school year by persons on the campus.

IOG – Instructional Operating Guide – The IOG provides you with the knowledge and resources necessary to know how the instructional framework of this district operates.

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9.3 TEXTBOOKS – TERMS AND ABBREVIATIONS, continued

ISBN – International Standard Book Number – This is a ten or 13 digit number usually on the outside back cover of the textbook. This number is assigned by the publishing industry to requisition textbooks through TEA or purchase them from the publisher. This ten or 13 digit number is given to a title and should be the same for every text printed with that title.

Membership – Total number of students in a grade level usually by campus (elementary). Secondary is by course number.

Membership Audit – This is the term used by TEA to describe how it audits local school districts on textbook inventories. The TEA Audit Division reviews the enrollment of a district's students to determine if the local districts have ordered excessive textbooks.

MLC – Multiple List Code – This is a four digit number (the first four digits of our book code) that TEA uses to identify titles and subject areas.

New Adoption – Textbooks that are selected by TISD adoption committee in February, ordered on April 1st, sent to the TISD Warehouse over the summer, and delivered to the campuses for use in the upcoming school year.

Out of Adoption – The symbol used for out of adoption texts is OA. These are textbooks for which the TEA contracts have expired. A list is e-mailed to each campus in April or the first of May. The District Textbook Office will delete these titles from your textbook software system. These textbooks are gathered by the campus textbook coordinator in October and picked up by the Warehouse. All boxes should be marked OA. A standard size should be used, no larger than a paper box, so boxes are not too heavy for warehouse employees to handle. All OA's are sent to third world countries. Students are responsible for any text going out of adoption up through the last day of school and will pay for the text if it is lost. The student or the teacher may keep any texts going out of adoption after the last day and hour of class. Out of Adoption textbooks may not be sold or donated to an organization or company that will sell them. Out of Adoption textbooks are not to be thrown away.

PEIMS – Public Education Information Management System – This is the system through which each campus reports its daily attendance to TISD Data Processing, and in turn to Region 7. These attendance numbers are very important as they determine not only the TISD revenue from TEA but also the quantity of textbooks that can be obtained from TEA, at any given time.

Samples – Materials provided by the publishers of new titles that are up for adoption by the district. Samples may be kept on campus after the selections are completed by the Textbook Committee or sent back to the Warehouse.

SBOE – State Board of Education – A panel of elected people who establish rules of governing operation of TEA.

SOG – Secretaries Operating Guide – For office staff, the SOG may be used as a quick reference guide, or "how to".

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9.3 TEXTBOOKS – TERMS AND ABBREVIATIONS, continued

State – Texas Education Agency

Statement of Charges – This is a yearly account from TEA of titles, quantity, and dollar value of all textbooks charged to the District.

Supplementary Readers – Textbooks on a certain subject used as “reading” materials, which were adopted for supplemental purposes rather than actual classroom instruction purposes.

Surplus – Textbooks above the allotted membership quota.

TEA – Texas Education Agency – the state administrative organization that regulates and oversees public education in the state of Texas

TEKS – Texas Essentials Knowledge and Skills – This is a listing of all the curriculum items that will be taught in a specific subject.

Textbook Committee – This committee is appointed to examine all instruction materials adopted by the State Board that are up for adoption. The Superintendent or designee shall be a member and serve as chair of the committee. Members of the committee shall be professional staff, and the majority shall be classroom teachers.

Textbook Covers – TEA requires that all state-adopted textbooks be covered with textbook covers.

UOH – Usable on Hand – The number of textbooks physically on a campus not including those lost or paid for.

Worn out textbooks – This is a term used by TEA to describe a textbook that has been used to the extent that it should not be reissued to a student.

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9.4 TEXTBOOKS – FINANCIAL PROCEDURES

TEXTBOOK FINES

These are guidelines for consideration to determine fines:

Badly Torn Page – cost of the book (student then owns the book).

Badly Damaged Cover – Cost of book (student then owns the book).

Heavily Marked Pages – Cost of the book (student then owns the book).

Slightly Damaged Cover \$5.00

Slightly Marked Pages \$5.00

PAYMENT FOR LOST TEXTBOOKS

Procedure:

1. Campus collects money from student.
2. Campus issues a receipt to the student.
3. Money is deposited into campus Textbook Activity Account.
1. Payment for lost textbooks is issued by transfer to the District Textbook Account, for the replacement of titles lost, at the time of the campus inventory.

Textbook Refunds

PURPOSE: To refund money for a textbook that was lost and paid for.

Procedure:

1. Prepare a Textbook Refund Request including:
Payee: Name & Address of the Parent or Guardian receiving the refund.
Student's Name
Reason: Textbook refund and complete book title
2. Request a Direct Pay through the campus secretary or accountant.

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9.5 MISCELLANEOUS

Quotas are determined by the Central Textbook Office, based on grade level or course enrollment, according to the percent determined by TEA when a new title is adopted.

All textbook backorders will be filled by the Central Textbook Office.

If a student moves from one campus to another within TISD, please send only the state-provided consumable workbook with the student to the new campus. All other textbooks should be returned to the school by the student.

Do not dispose of any out of adoption books. These may be kept on campus, for use by the teacher after the last day of school or the warehouse will pick up them up in October.