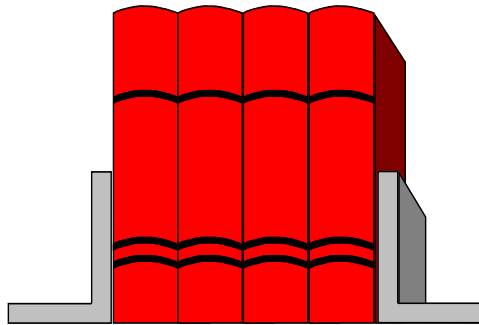


CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT
OFFICE OF BOOK PROCESSING PROCEDURES MANUAL



CAMPUS TEXTBOOK OPERATING
AND
ACCOUNTING PROCEDURES



Revised March 2009

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CAMPUS TEXTBOOK OPERATING AND ACCOUNTING PROCEDURES

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Mission Statement

The mission of the Office of Book Processing is to ensure the timely acquisition of state adopted textbooks and related instructional material based on the most current enrollment in accordance with relevant state statutes and District policies and procedures and to train school district personnel in textbook operating and accounting procedures.

Although the staff at the Office of Book Processing wrote this manual for use by the assistant principal responsible for textbooks, the Principal is ultimately responsible for all textbook matters on his/her campus.

NOTE: This office has gone from specific calendar dates to generic ones with the hope that this will eliminate the need for constant revisions and will assist you in carrying out the textbook responsibilities that you have been assigned. Specific dates on which reports and shipments are due will be provided with appropriate instruction sheets for the respective reports or shipments.

The staff at the Office of Book Processing is here to support and assist you in carrying out the textbook responsibilities that you have been assigned. If you have any questions or concerns, please let us know.

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- **SPECIAL NOTE:** The computer generated document entitled INVENTORY TAKING WORKSHEET serves many functions in the textbook business—it serves as a Statement of Book Charges, a Requisition, a Return Form, and an End-of-Year Report. The document will be referred to the different names as the different functions arise.

CALENDAR OF MONTHLY ACTIVITIES

JULY ACTIVITIES

Use the printout entitled INVENTORY TAKING WORKSHEET. If you cannot locate one, call this office for a copy.

For purposes of this manual, CHARGES means any instructional materials that are charged as inventory to the campus, i.e., student textbooks, teacher editions, and instructional systems.

Textbooks and teacher editions that are ordered on the previous year's End-of-Year Report are normally delivered in the latter part of July. Check in and inventory the summer shipment by the end of the first full week of work. Refer to the section entitled "Checking in the Summer Book Shipment" on page 5.

Before you integrate the summer book shipment with the textbooks and teachers editions that are already in stock in your bookroom, conduct an inventory of the materials that are charged to your school by this office if you haven't done so at this point. If you have just been assigned to your school, it behooves you to have this office conduct an inventory for you if one was not done at the end of the previous school year. Conducting an inventory assures you of the current status of the campus inventory.

Only after you have checked in the summer shipment, combine the material in the summer shipment with the inventory already on campus as per the Statement of Book Charges.

AUGUST ACTIVITIES

Distribute the list of names of students who owe for lost and/or damaged books from the previous school year and/or summer school to the faculty. According to State law, students who owe for lost or damaged textbooks forfeit their right to free textbooks. TEC 31.104(d)

Distribute *Book Cards* to the elementary teachers. The use of Hayes Software Systems TIP will eliminate the use of *Class Book Record Cards* at the secondary level.

TIP Training 101 will be offered for secondary administrators as a refresher course.

Distribute *Book Request Forms* and *Book Return Forms* to the teachers.

Teachers request teacher editions, student textbooks and any related material.

- **Helpful Hints:** Use different color paper for request and return forms; it really helps the process! Try to stay with half-sheet sizes. These forms are produced at the campus level and should have a signature and date.

SEPTEMBER ACTIVITIES

By the end of the first full week of September verify teacher counts by grade level and/or teaching assignments/courses against the number of teacher editions charged to the campus.

Request teacher editions and related material if entitled to them and if your teachers want them.

Verify student counts by grade level and/or course counts against the textbooks charged to the campus. If entitled to more textbooks, order them, if the teachers want them.

Retrieve any surplus textbooks that the teachers may have in their classrooms.

Toward the end of September this office issues a Statement of Book Charges to the schools for reconciliation purposes.

Textbook Accountability / Textbook Procedures 101 will be offered for all new assistant principals/ textbook custodians.

OCTOBER ACTIVITIES

Return any surplus textbooks and teacher materials to which the campus is not entitled or does not want by the end of the 1st six week grading period.

Turn in reconciliation to this office two weeks after issuance. Refer to section entitled "Reconciling the Statement of Book Charges" on page 16 for instructions.

This office reconciles the Statement of Book Charges issued by the Textbook Division at TEA and is required to ship surplus textbooks to other school districts within the State.

JANUARY ACTIVITIES

The Office of Book Processing will provide TIP training to secondary campuses.

MAY/JUNE ACTIVITIES

In early May, this office conducts an annual refresher course, Textbook Procedure 201, for all assistant principals in charge of textbooks and/or their designees.

Prepare and submit the End-of-Year Report indicating enrollment, textbook payments, and textbooks needed for next school year. Refer to section entitled "Preparing the End-of-Year Report" on page 17.

Return expiring (out of adoption) and surplus textbooks at the end of the school year. This office will provide a schedule of pick ups.

CHECKING IN THE SUMMER BOOK SHIPMENT

1. The person who receives the summer book shipment counts the boxes when they are delivered to ensure that the number of boxes shipped corresponds with the number received.
2. The person who receives the shipment signs the Receipt of Delivery of Textbooks.
3. The truck driver retains the Receipt of Delivery of Textbooks.
4. The End-of-Year-Report served as a REQUISTION at the end of the last school year. Locate the copy of the REQUISTION that was left with the school personnel when the shipment was delivered.
5. Unpack all the boxes and sort the books by grade level and/or title.
6. Inventory the number of copies per title against the copy of the REQUISITION.
 - **Helpful Hints:** If you do not agree with the count, have someone else count the books. Also, count them in a different order. Note any discrepancies in the shipment.
7. If this office could not fill the order completely for the number of copies ordered, the number ordered is circled and beside the circled figure is written the number of copies filled. Remaining items will be placed on backorder.
8. If this office determines that a campus is not entitled to the number of book(s) ordered, the order amount will be crossed out.
9. FWO means Free With Order. This means that ancillary material (Teacher Resource Material) accompanies the teacher edition and is free from the publisher.
 - **Special Note:** If your campus is in the middle of an audit or re-audit please do not incorporate summer shipment with inventory. Count summer shipment to ensure what we sent is what you received; however, keep shipment separate from inventory until after audit or re-audit is complete.
10. Call this office at 289-9257 to resolve any discrepancies.

INVENTORYING TEXTBOOKS and TEACHER EDITIONS

1. Use your current Statement of Book Charges to conduct an inventory of textbooks as well as teacher's editions (t.e.'s).
2. Physically count textbooks and t.e.'s that are located in the book room by title and grade level.

3. Look for any textbooks and t.e.'s that are missing from the book room by checking the teacher lounges, conference rooms, classrooms, etc.
4. If necessary, search in storage areas and cabinets in the classrooms.
5. If the textbook and t.e. inventories do not match the number charged to the campus, verify that the charges to the campus from this office are correct. Refer to the orders and returns to this office.
6. If the number of textbooks and t.e.'s charged to the campus by this office is not correct, please contact this office and Book Processing will research the problem.
7. If the number of textbooks and t.e.'s charged to the campus by this office is confirmed as being correct, then the shortage exists at the campus level.
8. Ask the staff for assistance in looking for the missing textbooks and t.e.'s.
9. If the losses are confirmed, do the following:
 - Indicate in the *PAID FOR* column the number of textbooks being paid.
 - In the *TOTAL* column extend the totals for the number of copies being paid.
 - Calculate the total dollar amount.
 - Have a school check written for the amount owed.
 - Make the check payable to: CCISD.
 - **Forward the check to the Office of Finance.**
 - Forward a copy of the check as well as a copy of the page(s) from the **Statement of Book Charges** that list the books being paid for to Book Processing in order to ensure that this office issues the proper credit.

ORDERING TEXTBOOKS AND TE'S FROM BOOK PROCESSING

DURING THE SCHOOL YEAR

Order more textbooks using the Inventory Taking Worksheet or via TIP if increases in student enrollments warrant the request AND IF the classroom teacher actually wants the textbooks. Order more teachers editions if new teachers are teaching a given course or if teacher editions presently available are too worn for further use.

At the elementary level, base the request on grade level enrollments. If needed, order textbooks and TE's on a clean and current Inventory Taking Worksheet. Do not duplicate orders by faxing and mailing.

At the secondary level, base the request for textbooks on course memberships, not just on teacher requests. Compare the textbook charges for your campus against the course membership before you order any textbooks. All orders should be sent electronically via TIP.

If eSchoolPlus enrollments do no support textbook orders, campuses will be asked to justify the textbook request.

- **Special Note:** By law, special education students must be issued textbooks at their functioning level, not their grade placement. 19 TAC 66.104,

When you receive the textbook shipment, check textbooks received against what was ordered and filled. Sign the original copy of the requisition and return to Book Processing. The delivery dates for Book Processing are on Tuesdays and Thursdays. As always campuses are welcome to pick up textbooks at the 450 Sunbelt Warehouse.

AT THE END OF THE YEAR:

When preparing the End-of-Year Report be sure to order textbooks needed for the following school year for increase enrollments and new courses.

Base newly adopted textbook requests on registration enrollments or the highest enrollment for the year that just ended for that particular course.

ISSUING TEXTBOOKS AND T.E.'S

1. Issue *Book Cards* to elementary teachers. The use of Hayes Software Systems TIP will eliminate the use of *Class Book Record Cards* at the secondary level.
 - **Helpful Hints:** At the elementary level, *Book Cards* are issued based on the number of classes or sections per teacher. These can be ordered through the Print Shop: Commodity #397-03-03-002.
2. Issue *Textbook Request Forms* and *Textbook Return Forms* to teachers.
 - **Helpful Hints:** Use different color paper for request and return forms in order for them to stand out easily. Also, use half-page size forms; anything smaller becomes unmanageable. These forms are produced at the campus level and should have a signature and date.
3. Communicate and distribute Campus Textbook Procedures to teachers and staff. Each campus develops its own procedures that are workable for the campus. Contact this office and will review the procedures for appropriateness and correctness.
4. Set up workstation(s) for the distribution of textbooks at convenient location(s).

5. Identify school personnel or students who will assist with the distribution of textbooks.
 - **Helpful Hints:** In-School Suspension (ISS) personnel, coaches, part-time assistant principals, and administrative interns are usually available. Students assigned to ISS and football players are also a good source of help.
6. Schedule the distribution of textbooks.
7. After the first three weeks of school, collect any textbooks that have not been assigned to students by the teachers and return them to the book room. Collect any teacher editions and accompanying materials for classes that did not materialize.
8. Maintain *Textbook Request Forms* and *Textbook Return Forms* in a binder by grade level, in alphabetical order by teacher last name, and make available to the Office of Book Processing staff upon request.
9. Issue a corresponding number of book covers to the teachers.

BOOK COVERS

Chapter 31 of the Texas Education Code (TEC) stipulates that textbooks shall be covered under the direction of the teacher. The textbooks are the property of the State and are loaned to the District. It behooves us all to protect the textbooks as much as possible.

Please issue one book cover per textbook at the time you issue the textbook(s). Leaving textbook covers unattended has proved to be very wasteful, i.e. leaving textbook covers on counters in the office or library.

The District signs an annual contract with Walraven Book Cover Company for over 600,000 book covers to be provided free to the students in this District. Vendors underwrite the cost of the book covers by purchasing advertisements. The contract includes an “exclusivity” clause that states that only Walraven book covers will be used. The only exception that the company has made allows for the District to use the book covers provided by the military branches of the U.S. Government in their recruitment efforts.

Walraven Book Cover Co. encourages campuses that wish to have book covers with the school’s colors, logos, mascots, etc. to order custom designed book covers from them. Do not throw away any unused book covers. Retain all book covers for next school year or return them to Book Processing.

HOME BASED / HOMEBOUND STUDENTS AND TEACHERS

Home based and homebound students remain enrolled at their home campus once they enter the program, therefore, each campus will be responsible for checking out textbooks to these students.

Each campus will be responsible for tracking and accounting for all textbooks checked out to homebound and home based students. All homebound and home based teachers will receive their teacher's editions from the Office of Book Processing.

CHECKING OUT TEXTBOOKS TO PARENTS

Occasionally, you will run across a student with special needs or circumstances. Parents may request two sets of textbooks – one for home use and one for school use.

As long as we are within our entitlement as a district, the administration on campus will be responsible for determining whether to allow such needs to be met. However, the Textbook Division of TEA allows for one set of textbooks per child.

Please keep in mind that, at times, we are held to a 103% textbook entitlement and, in courses where there is a low enrollment, the extra 3% will not allow for such special cases.

Keep a record of those students with special needs or circumstances who have two sets of textbooks checked out to them. Should we contact you to justify ordering textbooks beyond the campus entitlement, this information would serve as justification. This form can be found on CCISD Intranet, click on the Purchasing and Distribution subtitle, click on Book Processing.

REQUESTING AN EXTRA SET OF TEXTBOOKS AS REQUIRED BY A STUDENT'S ARD COMMITTEE

When an extra set of textbooks is required for a student and it is stated in the ARD, a copy of the ARD should be faxed to the Office of Special Education along with the proper order request form (Inventory Taking Worksheet). Campuses will provide the Office of Special Education Instructional Support division with the title(s), grade level(s), & isbn(s) of textbooks needed and send to the attention of Jacqueline Turner.

Book Processing will assist Special Education in ordering textbooks to meet the districts legal responsibility. Funding for the additional set of textbooks will come from Office of Special Education funds. Prompt attention to the request by the ARD committee will ensure that the textbooks are received as quickly as possible.

REQUESTING ONLINE TEXTBOOKS FOR STUDENTS WITH LEARNING DISABILITIES

Online textbooks (accessible electronic files) for a student with a learning disability are available through the Instructional Materials and Education Technology (IMET) Division, of TEA. If the student's Admission, Review, and Dismissal (ARD) stipulates the need for electronic textbooks, TEA is responsible for providing copies of electronic files to school districts that require them. Textbooks adopted by the State Board of Education in November 2007 are available in the National Instructional Materials Accessibility Standard (NIMAS) complaint file sets whereas textbooks adopted prior to November 2007 are available in Rich Text Format (RTF), Extensible Markup Language (XML) or the International Committee for Accessible Document Design (ICADD) file sets.

The electronic files are not in a student-ready format and would require further markup by school district personnel in order to become student-ready. The Office of Special Education will coordinate with the Assistive Technology staff education service center to determine the appropriate accessible format for each student and also for assistance converting the files into a usable format. The campus/ ARD committee will need to determine if the student is best served by print, text-to-speech, text only or audio materials. The type of accessibility application used by the student would help determine the best process for converting the electronic files into a student-ready format. The RFT, XML and ICADD file sets do not include images or diagrams and would therefore need to be augmented with appropriate representations of images or diagrams.

The process for obtaining the electronic files is as follows: The A.R.D. Committee must identify the requirement and update the Individual Education Plan (IEP) to include the modification requiring electronic files. The Special Education Department should provide Office of Book Processing with a list of textbooks required by the student in an electronic format. Book Processing will send an email to the Instructional Materials and Educational Technology (IMET) Division requesting the electronic files and listing the specific textbook titles.

IMET staff would send a letter to the school district superintendent who must agree to certain procedures to protect copyright laws. The procedures require that the files be ordered for a specific student and not used for an entire classroom or library; and that they not be duplicated, copied or downloaded. The school is required to return all files to the originating producer upon the student's completion of the course. The school district is financially responsible for replacing missing or lost electronic files. A district that violates these conditions may forfeit their right to receive future electronic files from the Agency. Additionally, the publishing company may take appropriate legal action against the school if there are any copyright violations.

The superintendent should sign the letter indicating agreement with the conditions listed. Upon receipt of the signed document, the IMET staff would process the order for the electronic files. Some publishers provide their state adopted textbooks in a print version and an online version or digital format. For example, Scott Foresman-Addison Wesley provides their Envision mathematics book in print and digital format for kinder thru second.

CONDUCTING BOOK CHECKS

1. Book checks assist with tracking and accounting for textbooks. It is a golden opportunity to collect for lost/damaged textbooks, assess fines, and send letters home to parents/guardians. Announce a week in advance a book check will be conducted on a particular day.
 - **Helpful Hints:** Conduct book checks a week before each grading period to keep account of textbooks.
2. Ask the students to bring all their textbooks to their classes.
 - **Helpful Hints:** An open book test is an incentive for students to bring their textbook to class.
3. Explain the consequences for students who do not have a clear textbook record.
 - **Helpful Hints:** During regular morning announcements, explain to all students they are responsible for lost or damaged textbooks. Explain how the cost of some textbooks can average \$50.00.
4. Redistribute the student *Book Cards* or the TIP generated “Student Distribution by Teacher Report” to the teachers.
5. As the teacher walks by each student, the student calls out the number on the inside of the book cover that identifies the individual textbook.
6. Any textbooks not assigned to an individual student are collected and turned in to assistant principal in charge of textbooks.
7. The teacher also examines the books for damages. If any abuse or damage is found, an appropriate fine is assessed as determined by the campus administration.
8. The teacher fills out a *Lost Book Card* for every title for which the student can not account.
9. The teachers turn in the student *Book Cards* to you.
10. Follow the procedures for handling lost or damaged textbooks.

ACCOUNTING FOR LOST TEXTBOOKS

1. Teachers turn in *Lost Textbooks Cards* to assistant principal in charge of textbooks.
2. With the information provided on the *Lost Textbook Cards*, produce a list of the names of students that have lost textbooks.
3. Distribute the list to all the teachers. By State law, students who owe monies for lost textbooks forfeit their right to free textbooks. TEC 31.104 (d)
4. Contact parents at the beginning of each reporting period to inform them of monies owed for lost or damaged textbooks.
5. Send “collection notices” to students through their homeroom classes at the beginning of each reporting period for textbook monies owed.
6. Teachers refer the students who have not cleared their lost textbook records to you in order to review their cases on an individual basis.
 - **Helpful Hints:** You may want to require parents to pick up grade report cards for students who have not cleared their lost textbook records. You may want to restrict student participation in extra curricular activities until all textbooks monies owed are received.

For students who owe money who have left the campus, the following steps should be followed:

1. Contact the parents of the students who owe monies for lost or damaged textbooks.
2. Send form letters to the parents of the students who owe for lost textbooks and who have transferred to another campus or to another school district.
3. Provide to other campuses names of the students who owe for lost or damaged textbooks. Provide as much information as you can that will be helpful to the other campuses such as the titles, prices, and the identification numbers of the textbooks.
4. Provide the summer school assistant principals a list of names of student who have not cleared their lost textbook records at their regular schools.
5. Initiate a policy that any and all students that check in or out must be cleared through the assistant principal in charge of textbooks. If a student fails to turn in all textbooks, please mark on withdrawal form and/or registration form accordingly “**Not Cleared**”.

COLLECTING MONIES FOR LOST AND DAMAGED TEXTBOOKS

Charge the student the price of the textbook listed in the most current Inventory Taking Worksheet. According to Board Policy CMD Legal campuses must charge the students the state contract price.

All payments for lost and damaged textbooks should be collected from student, parent, or legal guardian for any textbook not returned to campus where a student is a fault. No payment is required in a “no fault” instance see CMD Local.

- **Special Note:** In order to receive credit for “no fault” textbook losses due to theft, vandalism, and/or damages due to natural disasters, report each incident on school letterhead within ten (10) days to this office. Describe the incident and the investigation of said incident generally. Provide the title(s), price(s), and identification number(s). Indicate whether you want textbooks replaced or if you prefer credit. Attach a copy of the investigation report, if reported to police.

At the end of the school year compile a list of names of students who did not pay for lost or damaged textbooks. Distribute this list to summer school staffs and to your staff upon their return for the succeeding school year. Under State law students who owe for lost or damaged textbooks forfeit their right to free textbooks. Classroom copies can be made available to the student, but not issued to the student. TEC 31.104(d)

Collecting monies for lost textbooks that will expire at the end of the school year can offset losses that you do not recover.

In order to receive proper credit for lost and damaged textbooks, send payment in the form of a school check made payable to CCISD and forward to the Office of Finance. The campus must send a copy of payment along with respective pages from the Statement of Book Charges indicating the number of copies they are paying to the Office of Book Processing.

TRACKING OVERRAGES

Overages occur when a campus pays for lost textbooks at the end of the school year and students show up the following year with textbook(s) in hand.

Keep a record/receipt of textbooks paid to this office but returned by students after the fact. This will ensure that campuses retain possession of claimed overages.

ASSESSING FINES FOR DAMAGED TEXTBOOKS

The campus administration is responsible for assessing fines for damages to textbooks. Damage is defined as anything that is done to a textbook that would not have occurred through normal wear and tear that is expected from the use of the textbook. Broken covers and spines plus laminate that are peeled off, for example, are not the result of normal wear and tear.

A lesser fine can be assessed, for example, for the fly page or a page that may not be critical to the text of the book as opposed to one that has text.

Once the campus staff and administration have agreed on the fines to be assessed, it is critical that the fines be imposed uniformly on the campus.

For assistance in this area, you may want to consult with the more experienced colleagues out in the schools. This office does not dictate the fines to be assessed.

1. Develop guidelines for assessing fines for damage or abuse to textbooks at the campus level and apply consistently throughout the campus.
2. Collect the full price of the textbook if damage or abuse affects the subject text pages since the textbook cannot be reissued.
3. DISTINGUISH BETWEEN NORMAL WEAR and TEAR and DAMAGE or ABUSE. For example, throwing a textbook into a toilet or tearing the cover deliberately or breaking it in half is not normal wear and tear.
 - **Special Note:** Textbooks that are defective due to poor workmanship by publisher should be reported to this office **ASAP** so textbooks can be replaced at publishers cost.
4. Record the name of the student and the identification number(s) of the textbook(s) on the respective teachers' *Book Cards* or *Class Book Record Cards*.

Book Processing provides the following as a guideline in assessing textbook fines:

Torn Page(s)	\$1.00 per page*
Missing Page(s)	full price of book
Writing on Binding	\$10.00
Writing on a page(s)	\$1.00 per page *
Intentional / Unusable Broken Spine	full price of book
Damaged Binding	½ price of book
Water Damaged	full price of book
Lost/Misplaced textbook returned to bookroom	\$5 fee to student
Peeled off ISBN or Accession Label	full price of book

* If text is no longer legible, then full price of book

ACCOUNTING FOR TEXTBOOKS AND TEACHER EDITIONS ASSIGNED TO TEACHERS

The question of accountability for losses of student textbooks assigned to the teacher and not to the students is raised periodically. Keep these considerations in mind:

If the administration on campus has determined that the classroom teachers will use classroom sets of textbooks, then the classroom teacher can not be held responsible for losses.

Beginning with the 2003-2004 school year, Texas Education Code (TEC) 31.104 was amended by adding subsection (e) to read as follows:

- (e) The board of trustees of a school district may not require an employee of the district who acts in good faith to pay for a textbook, electronic textbook, or technological equipment that is damaged, stolen, misplaced, or not returned.

How a campus wishes to address the losses is a campus-level administration decision. Either use funds from the campus textbook fund or use other funds as deemed appropriate.

Included in this manual, starting on page 26, is the text of TEC 31.104, Distribution and Handling and local board policy CMD as supporting documentation. However, please keep in mind that almost all laws are open to interpretation. The local district, through this office, has interpreted them as stated earlier for a number of years.

REMINDER ON TEACHER EDITIONS

ALL THE TEACHER EDITIONS AND THEIR CORRESPONDING ANCILLARY MATERIALS THAT HAVE BEEN ISSUED THROUGH THIS OFFICE ARE EITHER STATE OR DISTRICT OWNED MATERIALS; THEY ARE NOT THE TEACHER'S PERSONAL PROPERTY; THEREFORE, PLEASE DISCOURAGE THE TEACHERS FROM WRITING IN OR IDENTIFYING THE MATERIAL IN ANY PERSONAL FASHION OR MARKING IN ANY FORM OR FASHION.

- **Helpful Hints:** To assist you and the classroom teacher in maintaining the integrity of the teacher editions and their accompanying material, have the teacher bind the material together with his/her name on a piece of paper before the material is turned in to you at the end of the year.

PAYING FOR COMPONENTS OF SYSTEMS AND PACKAGES

When any component that makes up a system or bid package is damaged or lost, you can exercise one of two options:

1. You can purchase the components directly from the company OR
2. You can remit payment for the complete package or system. **Make the check payable to CCISD and send to the Office of Finance.**

RECONCILING THE STATEMENT OF BOOK CHARGES

Use the Statement of Book Charges (Inventory Taking Worksheet) to reconcile your textbook charges. This is a paper reconciliation and not necessarily a physical inventory. The column entitled **Copies** indicates the number of books charged to your campus. Compare the charges in the **Copies** column with your totals by starting with last year's End of the Year Report. Subtract any textbook returns, textbook payments and add any textbook requests up to the closing date established by this office.

The Statement of Book Charges reflects books that have been charged to your school up to the closing date established by this office. **Any transaction that takes place after the specified closing date is not reflected in the Statement of Book Charges and, therefore, is not a discrepancy.**

IF YOU AGREE WITH THE CHARGES, both you and the principal sign and date the last page of the Statement of Book Charges and return only the last page to this office.

IF YOU DISAGREE WITH THE CHARGES, review your ORDERS and RETURNS

- Circle the figure in red in the **Copies** column
- Write your figure in the **Your Count** column
- Submit supporting documentation (copies of return forms, textbook requests, etc.)
- **Forward ONLY the pages indicating discrepancies and the LAST PAGE of the Statement of Book Charges signed by both you and the principal to this office.**

The Office of Book Processing staff will research the discrepancies, make any adjustments to the charges that are warranted, and call you to inform you of the changes.

Deadline to submit the reconciliation can be found on the last page of the Inventory Taking Worksheet.

The Statement of Book Charges will serve as your **MASTER COPY** until a more current one is issued. Do not write on the **MASTER COPY**. This office suggest that you make several copies, punch holes in the **MASTER COPY** and insert them in a loose-leaf notebook binder for future use. If you have any questions about these instructions, please call us at 289-9257.

PREPARING THE END-OF-YEAR REPORT

The End-of-Year Report is a mandatory report and is required of all campuses. The end of year report has several different functions and allows Book Processing time to fill textbook requisitions over the summer. The payment due with end of year report is for lost/ damaged textbooks that are not being replaced by the used textbook vendors. EOY Reports are due on assistant principals last scheduled work date.

- **Special Note:** The end of year report has several different functions as a :
 - physical inventory and reconciliation of textbooks that Book Processing charges a campus with to the textbooks a campus has on hand
 - textbook requisition for next school year for increased enrollments and new courses
 - return form for surplus and worn out textbooks
 - payment for textbooks that are lost or damaged but are not going to be replaced through used textbook vendors

The End of Year Report also informs this office on the status of inventory at each school. If submitted in a timely manner, it allows this office ample time to prepare for the following school year ensuring there is a sufficient amount of textbooks for all students.

- **Helpful Hints:**
 - Keep the original INVENTORY TAKING WORKSHEET that you receive in May for future use as your MASTER until a more current one is issued.
 - Reproduce two copies for the INVENTORY TAKING WORKSHEET. One copy will serve as a WORK COPY and the second copy as a FINAL DRAFT.
 - LEAVE SPACES AND COLUMNS BLANK THAT DO NOT APPLY. (For example, if you are not returning any 6th grade math books, leave that column blank. No “zero’s”, dashes, etc.)

The column titles read as follows:

G. CODE: Group Code (Multiple List Code Grade/Subject designated by TEA)

ISBN: International Standard Book Number issued by publishers.

DISTRIBUTED: Number of textbooks charged to your school as of the cut off date selected by this office. BALANCE TEXTBOOK CHARGES AS OF THIS DATE. THIS REPORT DOES NOT REFLECT TRANSACTIONS THAT TAKE PLACE AFTER THE CUT OFF DATE. The cut off date can be found on the top right hand corner of your Inventory Taking Worksheet.

If you believe a discrepancy exists, research it and attach a copy of the documents confirming the discrepancy.

Circle the number in red and enter the number you have confirmed as the correct charge in the space to the left of this column.

Our staff will review the records and make any necessary adjustments.

YOUR COUNT: Write the number of textbooks PHYSICALLY PRESENT on your campus BEFORE declaring surpluses.

OVER/SHORT: Draw a line through the word *Over/Short* and write the word *ENROLLMENT*. This column reflects the maximum number of students for the school year that just ended.

Include SPECIAL EDUCATION students in the enrollments of all grade levels/subject areas in which they are functioning.

EXAMPLE: If the student is performing at a second grade level in reading and a fourth grade level in math, count the student in both the second and fourth grade enrollment.

RETURNS: Number of textbooks being RETURNED as SURPLUS to QUOTAS.

DO NOT INCLUDE DAMAGED textbooks with the surplus textbooks. DAMAGED textbooks need to be paid by the campus. Textbooks that are intentionally torn, written on, have broken covers, etc. are considered damaged.

WORN OUT textbooks should be returned as SURPLUS at this time. Textbooks with loose spines and frayed edges due to normal wear and tear are considered worn out.

USABLE: Number of textbooks RETAINED by the school for the succeeding school year minus surplus textbooks returned.

DMG/WORN OUT: If you are returning worn outs indicate so in this column. Worn outs will not be automatically replaced unless they are ordered in the *Order Request* column.

PAID FOR: Write in the number of copies that are being paid at this time. Pay for textbooks that are damaged and for those for which you cannot account.

TOTAL: Multiply the number of textbooks in the *Paid For* by the *Price* to get the *Total*.

ORDER REQ: Number of textbooks/systems ordering for upcoming school year.

On the last page, write in the date that you conducted the inventory.

SINCE THERE IS ONLY ONE LINE PROVIDED, DRAW A SECOND LINE IN ORDER FOR BOTH YOU AND YOUR PRINCIPAL TO SIGN THE TWO FINAL DRAFTS. SEND THE TWO DRAFTS TO THIS OFFICE.

One draft will serve as the End-of-Year Report and the second will serve as a summer requisition. Summer requisitions are filled on a first come, first served basis.

The due date for turning in the End-of-Year Report can be found on the last page of the INVENTORY TAKING WORKSHEET. Failure to submit an End-of-Year Report may result in a delay of your schools textbook shipment for the following school year.

When paying for textbook losses, send a school check to Finance made payable to: CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT. Enclose a copy of the check with your End of the Year Report and send it to Book Processing.

RETURNING SURPLUS TEXTBOOKS

Prepare a *RETURN FORM* by indicating in the *RETURNS* column the number of textbooks, systems or t.e.'s to be returned.

Keep any textbooks that have been written in or highlighted for special education students as part of the permanent entitlement to the campus.

Send in worn-out textbooks and those in need of rebinding as part of the surplus.

DURING THE SCHOOL YEAR:

1. Ship surplus textbooks in cartons (boxes) not larger than bond paper size cartons.
2. Enclose a copy of the *RETURN FORM* with the shipment. Indicate on the carton cover that the *RETURN FORM* is enclosed.
3. You can return the textbooks in person or you can call or email Book Processing to make arrangements to have the boxes picked up at your school.
4. Email our office number of cartons, location of cartons, and a contact name in the event you are not on campus when the truck arrives.
5. Label each carton with the school name and Book Processing.
6. Number the cartons in fraction format, that is 1 of 4, 2 of 4, etc.

AT THE END OF THE SCHOOL YEAR:

Warehouse personnel will pick up the textbooks to be returned to Book Processing warehouse on a date assigned by this office. If the date assigned is not workable, please call Book Processing at 289-9257 to reschedule.

Do not box up surplus textbooks. Warehouse personnel will examine and count the textbooks on site. They will bring any discrepancies to your attention or that of your designee. A recount by both parties at this point is conducted.

1. Tie textbooks in bundles of five by title. Tie any loose volumes as well. Stack by titles.
2. Identify each bundle with the name of the school written on a sheet of paper taped to the textbook on top.
3. Warehouse personnel will leave one copy of the *RETURN FORM* with you or your designee and will bring the other copy to the office with the shipment.

RETURNING EXPIRING (OUT OF ADOPTION) TEXTBOOKS

Since the Textbook Division at TEA does not require an accounting of expiring/out of adoption materials, there is no paperwork involved. However, you can keep collecting monies for these materials to help you pay for the lost/damaged materials for which monies were not collected.

Return these materials in cartons. (Auto-lock cardboard boxes available from the Stockroom: Commodity #640-04-01-003.)

- **Helpful Hints:** The auto-lock boxes are not sturdy nor do they remain “locked”; reinforce by taping the bottom flaps on the inside of the box. Bond paper size boxes and textbook boxes received during the year are ideal sizes.

Identify the boxes with the word EXPIRING or OUT-OF-ADOPTION or OA’s and the name of the school.

- **Helpful Hints:** If you fail to label the boxes containing the OA’s with the name of your school, this office will not be able to return to you any in-adoption textbooks that you may have inadvertently shipped to the warehouse.

For safety purposes, warehouse personnel have been instructed not to pick up cartons that they deem to be extremely large or unusually heavy (for example, cartons that contained computer equipment or paper towels). Bond paper size boxes are an ideal size.

IF YOUR SCHOOL IS HOSTING SUMMER SCHOOL, RETAIN COPIES OF EXPIRING TITLES NEEDED. The expiring materials need to be returned by the assistant principal responsible for summer school textbooks at the end of summer school. Please refer to section entitled “Summer School Textbook Responsibilities” on page 23.

Please place boxes in or near the main office. Warehouse personnel have three (3) days within which to retrieve surplus and expiring materials throughout the school district. If you are not going to be in the building, please inform the secretary or the head custodian as to the location of the boxes.

PREPARING FOR AN INVENTORY/ AUDIT BY BOOK PROCESSING STAFF

The CCISD Internal Audit Office requires an audit of textbooks when there is a principal change. This office will contact you to schedule the audit.

This office also conducts random audits at its discretion and when surplus textbooks are identified at a campus, but the campus does not release those textbooks to this office.

The Office of Book Processing is held accountable to the Texas Education Agency for all state adopted material. State adopted material is any item a publisher submits to the TEA as part of a bid package. Bid packages presented to TEA by publishers are categorized as:

- In most cases, a textbook and a teacher's edition (found at all campuses)
- Often, a textbook (or a series of textbooks), consumable student workbook, and a teachers edition (found at all campuses)
- In some cases, teacher systems (usually found at the elementary level)

Consumable textbooks and workbooks: are not inventoried during an audit due to the fact that they are "consumed" and are discarded at the end of each school year. Although not inventoried/audited, campuses are still held accountable for maintaining consumable textbooks charged to their campus, thus appearing on the Inventory Taking Worksheet.

Teacher systems: TEA holds districts responsible for the entire system and not necessarily for each component that makes up the system. If the district loses a component of a system, the district is expected to pay for the entire system and not just the components. Therefore, the district forwards the same responsibility to each campus. For auditing purposes, Book Processing inventories the system as a whole and not the individual components. If a campus loses a part of a teacher system, it is the responsibility of that campus to replace the component either through a used textbook vendor or directly from the publisher.

Ancillary material (teacher resource material, workbooks, and classroom sets of textbooks for teachers): is not part of the bid package process submitted to TEA for consideration. Book Processing does not inventory/audit ancillary material as they are not part of a bid package and the district is not held accountable to TEA for that material. Most ancillary material is shipped directly to each campus by publishers. How a campus wishes to address the inventorying of ancillary material at their school is strictly up to the campus administration. Important to note that ancillary materials are not replaced by the district and in most cases the publishers will only offer this material at the beginning of the adoption period.

The Instructional Materials Bulletin lists all programs and their components by multiple list code (group code) and publisher. It can be accessed on the TEA website at www.tea.state.tx.us/imet , click on Adopted Instructional Materials.

Book Processing, in accordance with District Policy for unaccounted campus textbooks, provides the following options after an audit:

- Option 1 Locate the unaccounted textbooks and request for re-audit by date issued by Book Processing
- Option 2 Replace unaccounted textbooks by purchasing the textbooks from an outside vendor and provide a copy of the approved purchase order by date issued by Book Processing
- Option 3 Issue a check to Finance made payable to CCISD for the unaccounted textbooks by date issued by Book Processing

It is the goal of this office to conduct inventories at each campus every two years or when there is a new principal assigned to campus.

Prepare for an inventory by the staff at the Office of Book Processing by doing the following:

AT THE END OF THE YEAR

1. Collect all textbooks and teacher editions in the book room or in a centralized location.
2. Keep the textbooks shelved five in and five out and according to the order in which they appear on the INVENTORY TAKING WORKSHEET.
3. Conduct an inventory before the Book Processing staff does so that you can resolve any discrepancies that may arise in the counts. Refer to section entitled "Inventorying Textbooks and Teacher Editions" on page 5.
4. Leave systems in the classrooms. However, please keep on file and make available upon request a document that has been signed by the classroom teacher in which he/she attests to the "integrity" or completeness of the system.
5. Separate state-owned textbooks from non-state-owned ones. Copies of textbooks bought through school funds, personal copies and complimentary copies should be stamped, labeled or covered accordingly.
6. Keep the teacher editions separate from textbooks to avoid confusion and possible issuance to students.
7. Keep Spanish version and the English version textbooks separate to avoid errors on audits/ inventory counts.
8. Keep records of textbooks and teacher editions that you have loaned for the summer by providing the name of the person to whom material was loaned along with the titles and number of copies. Have the borrower sign and date the document.
9. Keep the teacher editions and all accompanying teacher material (resource files, spiral binders, etc.) bound together and identified by the teacher's name. This will ensure that the teacher gets his/her material back the following year. If teachers

know that they will be reissued the material they turned in at the end of the school year, they will do a better job of maintaining the integrity of the material.

DURING THE SCHOOL YEAR

Follow steps 2 through 7 above. Have student *Book Cards/Integrity Sheets* (elementary) and *TIPS Student Distribution Report* (secondary) readily available for auditing purposes.

Failure to have proper accounting records may result in a complete physical audit at the end of the school year.

SUMMER SCHOOL TEXTBOOK RESPONSIBILITIES

Please observe the following guidelines in performing the textbook responsibilities for summer school that have been assigned to you:

If you are assigned to a campus other than the one to which you are assigned during the regular school year, ensure that a textbook inventory has been conducted before you issue any textbooks to the summer school faculty.

You can schedule for an inventory to be conducted by Book Processing staff with you if time allows or to expedite the process the assistant principals for the school hosting summer school and the one assigned to the summer school program are encouraged to conduct an inventory together. Please call this office to let us know which you prefer.

If you decide to conduct the inventory with your visiting assistant principal, **BOTH PARTIES NEED TO SIGN AND DATE ON THE LAST PAGE OF THE INVENTORY TAKING WORKSHEET**.

The assistant principal for the host school sends the signed and dated page to this office.

If you are assigned to your regular school for summer school, the Office of Book Processing staff will exercise the option of conducting an inventory if time allows.

If you are assuming summer school responsibilities, you should turn in the End-of-Year Report for the regular school year before assuming summer school responsibilities.

Request textbooks from this office **ONLY AS A MEANS OF COMPLEMENTING** the inventory already available on campus.

Accept **ONLY CASH** for lost or damaged textbooks.

AT THE END OF SUMMER SCHOOL conduct the following procedure:

RETURN the textbooks and teacher editions that were issued by this office.

List on the *RETURN FORM* in the *Returns* column the number of student and teacher editions being returned.

Include a copy of the *RETURN FORM* with the shipment.

Tie the textbooks in bundles of five and identify each bundle with the name of the school on a sheet of paper. Tape the identifying sheet of paper to the top textbook in each bundle.

Return also the textbooks and teacher editions that were declared surplus by the assistant principal during the regular school year but that were retained for summer school. Include with the shipment the *RETURN FORM* for the surplus textbooks that were identified by the assistant principal during the regular school year.

Call this office with the number of cartons to be picked up when the shipment is ready.

On the *Paid For* column of the INVENTORY TAKING WORKSHEET write in the number of textbooks for which you are paying either because they are damaged or lost.

Send in the pages only that list the textbooks being paid along with a check to Finance. Make the check out to Corpus Christi ISD.

Leave the textbook room as complete and intact as possible. When returning surplus textbooks to this office, and your campus is paying for lost/ damaged textbooks in that subject area reduce the number of surplus textbooks by the number of textbooks that you are paying for.

LARGE PRINT AND BRAILLE TEXTBOOKS

The Texas Education Agency's Textbook Division provides large print textbooks for the visually impaired and textbooks in Braille for the legally blind. For students to have access to these materials requires that the students be certified to the State agency as being either visually impaired or legally blind.

When ordering Large Print and Braille textbooks that have just been adopted, provide at least a six-month period for the textbooks to be printed for previously adopted textbooks, the Textbook Division at TEA may have the textbooks in stock.

Order the textbooks for the visually impaired and legally blind students on the ORDER FORM just as you would for any student. Simply indicate on the form that the request is for large type or Braille books.

TEA requires the student's name, social security number, date of ARD and the minutes to the ARD. Please mail or fax this information to Book Processing at 289-3800.

Keep in mind that regardless if the ARD determines that a student needs two sets of large print textbooks, TEA will provide only one set.

Return all large type and Braille textbooks at the end of each school year.

AP/DUAL CREDIT TEXTBOOKS

The following process is transitional and will apply only for years in which there is no adoption for a given AP subject area. This process will be phased out as the state agency phases in the adoption cycle for AP subject areas.

PROCEDURES FOR AP TEXTBOOKS:

1. Through the Deans of Instruction, campuses submit requests for the purchase of textbooks not currently provided by the state agency (Form).
2. The Office of Academics approves/denies the request. The approved requests are forwarded to the Office of Book Processing.
3. Book Processing purchases the textbooks using the District purchasing procedures.
4. Book Processing applies for reimbursement from the state agency.
5. Once reimbursement is received, the textbooks become property of the State.
6. Upon receipt of the textbooks, the Office of Book Processing will follow established procedures for accounting purposes.

DUAL CREDIT TEXTBOOKS:

1. Are now handled through the Office of Academics

HELPFUL WEBSITES:

Texas Education Code: <http://tlo2.tlc.state.tx.us/statutes/ed.toc.htm>

Texas Administrative Code: <http://ritter.tea.state.tx.us/rules/tac/>

Board Policy: <http://www.tasb.org/policy/pol/private/178904/>

TEXAS EDUCATION CODE

§ 31.104. Distribution and Handling

- (a) The board of trustees of a school district or the governing body of an open-enrollment charter school may delegate to an employee the authority to requisition, distribute, and manage the inventory of textbooks in a manner consistent with this chapter and rules adopted under this chapter.
- (b) A school district or open-enrollment charter school may order replacements for textbooks that have been lost or damaged directly from :
 - (1) the textbook depository; or
 - (2) the textbook publisher or manufacturer if the textbook publisher or manufacturer does not have a designated textbook depository in this state under Section 31.151(a) (6) (B).
- (c) Each textbook must state that the textbook is the property of or is licensed to this state, as appropriate. Each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school.
- (d) Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. As provided by policy of the board of trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the district or school may withhold the student's records. A district or school may not, under this subsection, prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma.
- (e) The board of trustees of a school district may not require an employee of the district who acts in good faith to pay for a textbook, electronic textbook, or technological equipment that is damaged, stolen, misplaced, or not returned. A school district employee may not waive this provision by contract or any other means, except that a district may enter into a written agreement with a school employee whereby the employee assumes financial responsibility for electronic textbook or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the school employee to use the electronic textbook or technological equipment for personal business. Such a written agreement shall be separate from the employee's contract of employment, if applicable, and shall clearly inform the employee of the amount of the financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to agree to such an agreement as a condition of employment.

Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995. Amended by Acts 2001, 77th Leg., ch. 129, § 3, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 805, § 6, eff. June 14, 2001; Acts 2003, 78th Leg., ch. 634, § 1, eff. June 20, 2003.

Amended by: Acts 2007, 80th Leg., R.S., Ch. 116, § 2, eff. May 17, 2007.

§ 31.105. Sale of Textbooks

The board of trustees of a school district or governing body of an open-enrollment charter school may sell textbooks, other than electronic textbooks, to a student or another school at the state contract price. The district shall send money from the sale of the textbooks to the commissioner as required by the commissioner. The commissioner shall deposit the money in the state textbook fund.

Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.

TEXAS ADMINISTRATIVE CODE

§66.104. Selection of Instructional Materials by School Districts.

(a) Each local board of trustees of a school district or governing body of an open-enrollment charter school shall adopt a policy for selecting instructional materials. Final selections must be recorded in the minutes of the board of trustees or governing body.

(b) If instructional materials priced above the maximum cost to the state established in the proclamation are selected by a school district or open-enrollment charter school, the school district or open-enrollment charter school is responsible for paying to the publisher the portion of the cost above the state maximum.

(c) If instructional materials for subjects in the enrichment curriculum that are not on the conforming or nonconforming lists adopted by the State Board of Education (SBOE) are selected by a school district or open-enrollment charter school, the state shall be responsible for paying the district an amount equal to the lesser of:

(1) 70% of the cost to the district of the instructional materials. The applicable quota for adopted materials in the subject shall be the basis for determining instructional materials needed by the district; or

(2) 70% of the maximum cost to the state established for the subject. The applicable quota for adopted materials in the subject shall be the basis for determining instructional materials needed by the district.

(d) A school district or open-enrollment charter school that selects non-adopted instructional materials for enrichment subjects is responsible for the portion of the cost of the materials not eligible for payment by the state under subsection (c) of this section. The minutes of the board of trustees or governing body meeting at which such a selection is ratified shall reflect the agreement of the school district or open-enrollment charter school to bear responsibility for the portion of the cost not eligible for payment by the state. A school district or open-enrollment charter school that selects non-adopted instructional materials for enrichment subjects also bears responsibility for providing braille and/or large type versions of the non-adopted instructional materials.

(e) Funds paid by the state under subsection (c) of this section shall be used only for purchasing the non-adopted instructional materials selected and ratified by the board of trustees or governing body.

(f) Non-adopted instructional materials selected and purchased under subsection (c) of this section shall be used by the school district or open-enrollment charter school during the contract period for conforming and nonconforming instructional materials adopted by the SBOE in the subject area.

(g) A report listing instructional materials selected for use in a school district or open-enrollment charter school shall be transmitted to the Texas Education Agency (TEA) no later than April 1 each year.

(cont.) TEXAS ADMINISTRATIVE CODE

- (h) Only instructional materials ratified by the board of trustees or governing body shall be furnished by the state for use in any school district or open-enrollment charter school. Selections certified to the TEA shall be final and, therefore, shall not be subject to reconsideration during the original contract period or readoption contract periods covering the instructional materials selected.
- (i) Except as otherwise provided by statute, requisitions submitted before the first day of school shall be approved based on the maximum number of students enrolled in the district or open-enrollment charter school during the previous school year and/or registered to attend the district during the next school year. Requisitions submitted after the first day of school shall be approved based on the actual number of students enrolled in the district when the requisition is submitted. If two or more titles are selected in a subject, requisitions may be made for a combined total of the selected titles.
- (j) Instructional materials requisitioned by, and delivered to, a school district or an open-enrollment charter school shall be continued in use during the contract period or periods of the materials. A school district may not return copies of one title to secure copies of another title in the same subject.
- (k) If a school district or open-enrollment charter school does not have a sufficient number of copies of a textbook used by the district or school for use during the following school year, and a sufficient number of additional copies will not be available from the publisher's depository or the publisher within ten business days prior to the opening day of school, the school district or school is entitled to be reimbursed from the state textbook fund at a rate not to exceed the actual cost of the used textbook, or the state maximum cost, whichever is less, for the purchase of a sufficient number of used adopted textbooks.
- (l) In making a requisition, a school district or open-enrollment charter school may requisition textbooks on the conforming and nonconforming list for grades above the grade level in which the student is enrolled, except that the total quantity of textbooks requisitioned may not exceed a school district's eligibility quota for that subject.
- (m) Adopted instructional materials shall be supplied to a pupil in special education classes as appropriate to the level of the pupil's ability and without regard to the grade for which the instructional material is adopted or the grade in which the pupil is enrolled.
- (n) A school district or open-enrollment charter school may order replacements for textbooks that have been lost or damaged directly from the textbook depository or the textbook publisher or manufacturer if the textbook publisher or manufacturer does not have a designated textbook depository in this state, in accordance with §66.78(a) of this title (relating to Delivery of Adopted Instructional Materials).
- (o) School districts or open-enrollment charter schools shall not be reimbursed from state funds for expenses incurred in local handling of textbooks.
- (p) Selection and use of ancillary materials provided by publishers under §66.69 of this title (relating to Ancillary Materials) is at the discretion of each local board of trustees or governing body.

(cont.) TEXAS ADMINISTRATIVE CODE

Source: The provisions of this §66.104 adopted to be effective September 1, 1996, 21 TexReg 7236; amended to be effective March 4, 2001, 26 TexReg 1706; amended to be effective February 7, 2002, 27 TexReg 746; amended to be effective October 12, 2006, 31 TexReg 8358.

§66.107. Local Accountability.

(a) Each school district or open-enrollment charter school shall conduct an annual physical inventory of all currently adopted instructional materials that have been requisitioned by, and delivered to, the district. The results of the inventory shall be recorded in the district's files. Reimbursement and/or replacement shall be made for all instructional materials determined to be lost.

(b) Each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher.

(c) After the beginning of every school year, each school district or open-enrollment charter school shall determine if it has surplus instructional materials for any subject area/grade level, based on its current enrollment for the subject area/grade level. In accordance with the Educational Materials and Textbooks (EMAT) online ordering system, surplus is defined as follows. For courses that use textbooks that are in the first year of adoption, any textbook in excess of 110% of enrollment shall be considered surplus. For courses that use textbooks that are in the second or later years of adoption, any textbook in excess of 120% of enrollment shall be considered surplus. Overages that exceed these definitions should be entered into the EMAT Online Adjust Surplus Screen, except that instructional materials that are needed for the following school year are not considered surplus and should not be entered into the Adjust Surplus Screen. Instructional materials determined by the school district or open-enrollment charter school to be surplus-to-quota shall be reported to the Texas Education Agency (TEA) by October 1 of each year in accordance with instructions provided by the TEA. A school district or open-enrollment charter school is entitled to retain surplus-to-quota instructional materials only when data approved by the TEA indicate that students will be enrolled in the subject and a need for the surplus-to-quota instructional materials exists.

(d) When placing orders for instructional materials, school districts and open-enrollment charter schools shall report enrollments as follows:

(1) Annual orders for instructional materials. Enrollments shall be reported based on the maximum number of students enrolled in the district or open-enrollment charter school during the previous school year and/or registered to attend the district during the next school year; and

(2) Supplemental orders for instructional materials. Enrollments shall be reported based on the actual number of students enrolled in the district when the order is submitted, adjusted for students reported as working above or below grade level.

(cont.) TEXAS ADMINISTRATIVE CODE

(e) A school district's enrollment growth or decline for the prior three years shall be used by the TEA as the basis for determining any additional percentage of attendance for which a school district may requisition instructional materials.

(f) The TEA assumes that enrollments reported by a school district or open-enrollment charter school at the time an order for instructional materials is placed are accurate.

(g) A school district or open-enrollment charter school that orders instructional materials in excess of its eligibility by reporting enrollments above enrollments described in subsection (d)(1) and (2) of this section enters into a contract with the state to purchase the instructional materials supplied that exceed the school district or open-enrollment charter school's eligibility for the subject area/grade level. A school district or open-enrollment charter school may cancel the contract to purchase instructional materials supplied in excess of its eligibility by immediately notifying the TEA of the surplus and posting the surplus in accordance with instructions provided by the TEA. If prior approval is received, surplus instructional materials may be returned to the publisher's approved depository or placed into statewide surplus inventory in accordance with instructions from the TEA. A school district or open-enrollment charter school that fails to notify the TEA of surplus instructional materials for more than six months after the beginning of the school year shall reimburse the state at the full price for the surplus instructional materials.

(h) All textbooks must be turned in at the end of the school year or when the student withdraws from school.

(i) The board of trustees of a school district may not require an employee of the district to pay for a textbook or instructional technology that is stolen, misplaced, or not returned by a student.

Source: The provisions of this §66.107 adopted to be effective September 1, 1996, 21 TexReg 7236; amended to be effective September 1, 1998, 24 TexReg 7779; amended to be effective February 7, 2002, 27 TexReg 746; amended to be effective October 12, 2006, 31 TexReg 8358.

Note: For provisions regarding selection and adoption of textbooks, see EFAA.

TEXTBOOKS	Textbooks selected for use in the public schools shall be furnished without cost to the students attending those schools. All textbooks purchased in accordance with Education Code Chapter 31 are the property of the state of Texas. Education Code 31.001, 31.102(a)
DELEGATION OF POWER	The Board may delegate the power to requisition, distribute, and manage the inventory of books, consistent with Education Code Chapter 31. Education Code 31.104(a)
TEXTBOOK FUNDING	Annually, the State Board of Education (SBOE) shall set aside out of the available school fund an amount sufficient for districts to purchase and distribute the necessary textbooks for the use of the students of this state for the following school year. Education Code 31.021(b)
MAXIMUM COST	<p>The SBOE shall set a limit on the cost that may be paid from the state textbook fund for a textbook on the conforming or nonconforming list. Education Code 31.025</p> <p>If the District selects instructional materials priced above the limit set by SBOE, the District is responsible for paying the publisher the portion of the cost above the state maximum. 19 TAC 66.104(b)</p>
NONADOPTED MATERIALS	<p>If the District selects a book for a course in the enrichment curriculum and grade level that is not on either the conforming or nonconforming lists, the state shall pay the District the lesser of:</p> <ol style="list-style-type: none">1. Seventy percent of the total actual cost to the District of the books; or2. Seventy percent of the limit set by SBOE for that book. <p>Education Code 31.101(b)</p> <p>Funds received from the state under this provision may be used only to purchase the nonadopted instructional materials selected and ratified by the Board. The minutes of the Board meeting at which such a selection is ratified shall reflect the District's agreement to bear responsibility for the portion of the costs not eligible for payment by the state. 19 TAC 66.104(c), (e)</p>
LOCAL FUNDS	The District may use local funds to purchase any textbooks in addition to those selected under Education Code Chapter 31. Education Code 31.106
REQUISITIONS, USE, AND DISTRIBUTION	Not later than the seventh day after the first school day in April, each principal shall report the maximum attendance for a school to the Superintendent. Not later than April 25, the Superintendent

shall report the District's maximum attendance to the Commissioner of Education. Requisitions for textbooks for the following school year shall be based on the maximum attendance reports, plus an additional ten percent, except as otherwise provided, and shall be made no later than June 1 of each year. The District may requisition textbooks for grades above the grade level in which a student is enrolled, except that the total quantity requisitioned may not exceed the above limit. *Education Code 31.103; 19 TAC 66.104(l)* [See BJA]

Once instructional materials have been requisitioned and delivered, including nonadopted materials, the District shall continue to use those instructional materials during the contract period or periods of the materials. The District may not return copies of one title to secure copies of another title in the same subject. *19 TAC 66.104 (f), (j)*

The Board, as legal custodian of the textbooks used in the District, shall distribute books to students as it may deem most effective and economical. *Education Code 31.102(c)*

ORDER QUANTITIES

When placing orders for instructional materials, the District shall report enrollments as follows:

1. Annual orders for instructional materials: enrollments shall be reported based on the maximum number of students enrolled in the District during the previous school year and/or registered to attend the District during the next school year; and
2. Supplemental orders for instructional materials: enrollments shall be reported based on the actual number of students enrolled in the District when the order is submitted, adjusted for students reported as working above or below grade level.

19 TAC 66.107(d)

SHORTAGE

If the District does not have a sufficient number of copies of a textbook for use during the following school year, and a sufficient number of additional copies will not be available from the depository or the publisher within the time specified at TIME FOR DELIVERY, the District is entitled to:

1. Be reimbursed from the state textbook fund, at a rate and in the manner provided by State Board rule, for the purchase of a sufficient number of used adopted textbooks; or
2. Return currently used textbooks to the Commissioner in exchange for sufficient copies, if available, of other textbooks to be used during the following school year.

Education Code 31.1031

TIME FOR DELIVERY At the time an order for textbooks is acknowledged, a publisher or manufacturer shall provide to the District an accurate shipping date for textbooks that are back-ordered, and shall guarantee delivery of textbooks at least ten business days before the opening day of the school year for which the textbooks are ordered if they are ordered by a date specified in the sales contract. *Education Code 31.151(a)(7)–(8)*

SURPLUS After the beginning of every school year, each school district shall determine if it has surplus instructional materials for any subject area/grade level, based on its current enrollment for the subject area/grade level. In accordance with the Educational Materials and Textbooks (EMAT) online ordering system, surplus is defined as follows:

For courses that use textbooks that are in the first year of adoption, any textbook in excess of 110 percent of enrollment shall be considered surplus. For courses that use textbooks that are in the second or later years of adoption, any textbook in excess of 120 percent of enrollment shall be considered surplus. Overages that exceed these definitions should be entered into the EMAT Online Adjust Surplus Screen, except that instructional materials that are needed for the following school year are not considered surplus and should not be entered into the Adjust Surplus Screen. Instructional materials determined by the District to be surplus-to-quota shall be reported to TEA by October 1 of each year in accordance with instructions provided by TEA. The District is entitled to retain surplus-to-quota instructional materials only when data approved by TEA indicate that students will be enrolled in the subject and a need for the surplus-to-quota instructional materials exists. *19 TAC 66.107(c)*

CHARGES FOR FAILURE TO RETURN SURPLUS If the District orders instructional material in excess of its eligibility by reporting enrollments exceeding those described above, the District enters into a contract with the state to purchase the instructional materials supplied that exceed the District's eligibility for the subject area/grade level. The District may cancel the contract to purchase the excess instructional materials by immediately notifying TEA of the surplus and posting the surplus in accordance with instructions provided by TEA. If prior approval is received, surplus instructional materials may be returned to the publisher's approved depository or placed into statewide surplus inventory in accordance with instructions from TEA. A school district that fails to notify TEA of surplus instructional materials for more than six months after the beginning of the school year shall reimburse the state at the full price for the surplus instructional materials. *19 TAC 66.107(g)*

SUPPLEMENTAL
TEXTBOOKS

The District may requisition a supplemental textbook only if the District:

1. Uses textbook credits received under Education Code 31.1011 to purchase the supplemental textbook; or
2. Instead of requisitioning a textbook on the conforming list under Education Code 31.023 for a course in the foundation curriculum under Education Code 28.002, requisitions the supplemental textbook along with other supplemental textbooks or textbooks on the nonconforming list under Education Code 31.023 that in combination cover each element of the essential knowledge and skills for the course for which the District or school is requisitioning the supplemental textbooks.

Education Code 31.035(d)

If the total cost for the supplemental textbooks requisitioned by the District under Education Code 31.035(d)(2) for a course is greater than the limit on the cost under Education Code 31.025(a) for a single textbook on the conforming list for the course, the District or school may apply credits received under Education Code 31.1011 toward the difference for the supplemental textbooks. *Education Code 31.035(e), (f)*

TEXTBOOK CREDIT

The District is entitled to receive credit for textbooks purchased at a cost below the cost limit established under Education Code 31.025(a). *Education Code 31.1011(a)*

CALCULATION

The credit is an amount equal to the difference between the price paid for a textbook and the cost limit for that textbook multiplied by the number of copies of that textbook the District purchases. *Education Code 31.1011(a)*

If the total cost for the supplemental textbooks requisitioned by the District under Education Code 31.035(d)(2) for a course is less than the cost limit for a single textbook on the conforming list for the course, the District is entitled to receive credit under Section 31.1011 in the same manner as if the single textbook were selected. *Education Code 31.035(e)*

DISTRIBUTION

Fifty percent of the total textbook credit of the District shall be credited to the state textbook fund, and 50 percent of the credit shall be credited to the District to apply toward the requisition of:

1. Additional textbooks or electronic textbooks that are on the conforming or nonconforming list under Education Code 31.023 or the components of such textbooks, including any electronic components; or

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2. Supplemental textbooks as provided by Education Code 31.035.

Education Code 31.1011(c)

BOOK OWNERSHIP
AND COVERS

All textbooks shall state that the book is the property of or is licensed to the state. Books, other than electronic textbooks, must be covered by the student under the direction of the teacher. Books must be returned to the teacher at the end of the school year or when the student withdraws from school. *Education Code 31.104(c)*

RESPONSIBILITY FOR
BOOKS

Each student or his or her parent or guardian shall be responsible for all books not returned by the student, and any student failing to return all books shall forfeit the right to free textbooks until the books previously issued but not returned are paid for by the student, parent, or guardian.

Under circumstances determined by the Board, the District may waive or reduce the payment required if the student is from a low-income family. The District shall allow students to use textbooks at school during each school day.

If a book is not returned and payment is not made, the District may withhold the student's records, but shall not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. However, in accordance with policies FL and GBA, students have a right to copies of any and all District records that pertain to them.

Education Code 31.104(d); 20 U.S.C. 1232g; Gov't Code 552.114(b)(2) [See also EF]

SALE OF BOOKS

The Board may sell books, other than electronic textbooks, to students or other schools at the state contract price. All money accruing from sales of textbooks shall be forwarded to the Commissioner of Education as directed, and deposited in the state textbook fund. *Education Code 31.105*

ANNUAL INVENTORY

The District shall conduct an annual physical inventory of all currently adopted instructional materials that have been requisitioned by and delivered to the District. The results of the inventory shall be recorded in a District's files. Reimbursement and/or replacement shall be made for all instructional materials determined to be lost. *19 TAC 66.107(a)*

LOCAL HANDLING
EXPENSES

School districts shall not be reimbursed from state funds for expenses incurred in local handling of textbooks. *19 TAC 66.104(o)*

[See BBFB and DBD]

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OUT-OF-ADOPTION
TEXTBOOKS

The District may retain out-of-adoption instructional materials.

The District shall make out-of-adoption instructional materials (other than electronic instructional materials) available to libraries maintained by city and county jails, institutions within the Department of Corrections, and other state agency institutions. District officials may donate out-of-adoption instructional materials (other than electronic instructional materials) to students, adult education programs, and nonprofit organizations. Individuals and organizations making such requests shall be responsible for transporting the materials.

After all efforts to donate out-of-adoption instructional materials (other than electronic instructional materials) to organizations listed above have been exhausted, the District may donate those materials for recycling locally. Recycling means removing the bindings and shredding the textbooks for the purpose of producing new products from the processed materials.

Under no circumstances shall the District sell out-of-adoption instructional materials.

19 TAC 66.131

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RESPONSIBILITY
FOR TEXTBOOKS

Each pupil and his parent, guardian or person standing in loco parentis shall be responsible for the return of each textbook issued to him upon completion of the course, of the school year, or withdrawal from school.

PAYMENT FOR
TEXTBOOKS

A lump sum payment is required to be made to the District for any textbooks not returned to the District where the student is found to be at fault. No payment is required in "no fault" instances.

NO FAULT

No fault is defined as destruction or loss caused by:

1. Unauthorized third parties, contingent on the incident being reported to school officials within five school days and local law enforcement officers, if appropriate.
2. "Acts of God" or other natural disasters which are beyond human control.

PAYMENTS

The school principal may arrange for a payment schedule if the student is from a low income family. Low income is defined as eligible for participation in a government supported program including, but not limited to free lunch, AFDC, WIC and unemployment compensation.

If a family has been defined as a low income family, the parent, guardian or person standing in loco parentis may be allowed to make monthly installment payments, or, in extreme hardship cases, have school service performed in lieu of payment.

PRINCIPAL'S
RESPONSIBILITIES

The school principal shall make the final determination on fault for textbooks not returned, as well as the monthly installment figure.

The principal or his designee shall be responsible for an accounting of such monies collected for textbooks issued to his school.

Textbook losses for which monies are not recovered are to be reported to the Office of Book Processing in the end-of-year report. Documentation will include the school name, student name, textbook title, unit price, efforts expended to recover lost textbook(s) or monies and the family financial circumstances that led to an alternative payment plan for charges of said textbook(s).

Textbooks lost under "no fault" circumstances shall be reported in detail to the office of book processing within ten school days of the incident being reported to school officials.

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(REGULATION)

PRINCIPAL'S
RESPONSIBILITY

As directed by the textbook coordinator, the principal shall be responsible for individual school textbook administration.

ACCOUNTABILITY

The school principal shall be accountable for the following:

1. All textbooks charged to the school at the time he took office.
2. All books issued to the school during his tenure.
3. All money collected as sales or fines on textbooks and teacher editions in either of the above groups.

DUTIES

Duties of the principal in textbook administration will include:

1. Making required reports.
2. Requesting textbooks in accordance with approved quotas.
3. Accepting and checking shipments.
4. Keeping complete records of textbooks and teacher editions within the school.
5. Requiring a receipted book card from each student entering school.
6. Establishing a line of responsibility in handling textbooks.
7. Informing staff members of applicable policies and regulations.
8. Conducting physical inventories of all textbooks and teacher editions as required.
9. Setting up a record system and requiring on a regular textbook inspection by all teachers.
10. Collecting and receiving payments for damaged or lost textbooks.
11. Remitting all funds collected to the office of book processing.

GLOSSARY

Adoption cycle: The number of years a selected textbook will be in use in the public schools as determined by the State Board of Education. Adoption cycles are currently based on the anticipated changes of information. For example, Texas history textbooks will not be adopted as often as will be computer-related technology textbooks.

Conforming list: Textbooks that appear on the conforming list address 100% of the TEKS.

Consumable textbook: Textbooks in the areas of math, spelling, and handwriting in kinder through second grade which can be written in by the students. **DO NOT CONFUSE CONSUMABLE TEXTBOOKS WITH CONSUMABLE WORKBOOKS!**

Consumable workbook: Ancillary Material provided by publisher either for the life of the adoption, 1st year of adoption, and in some instances comes with options.

Current adoption textbooks: Textbooks that are currently in use in the public schools for the selected grade levels or specialized courses for which they were adopted by the State Board of Education and the local board of trustees until the Adoption cycle expires.

End-of-Year Report: Submitted at the end of a school year showing enrollment, current inventory on hand, surplus returned, textbook payments, and textbook requests for the upcoming school year. Serves as a reconciliation of book charges to your campus and allows Book Processing to know the textbook losses at your campus in order to replace lost or damaged textbooks for the upcoming school year.

Enrollment: The number of students enrolled in a given grade level in the elementary grades or in a specialized course in the middle or high school level. The term is used interchangeable with the term membership.

Entitlement: The number of books of a given title that a school is allowed to have based on student enrollments in a given grade level and/or specialized course. In practical terms, this usually means one book per student per grade level or per specialized course.

Exchange or expiring titles: Textbooks on which contracts are about to expire at the State Level. Out of adoption is a term used interchangeably with the term expiring.

Home based: A prenatal or postpartum student receiving comprehensive Home Instruction while attending/ still enrolled at her home campus.

Homebound: A special education program that services general education and special education students unable to attend a regular class setting for reasons determined by the office of special education.

INVENTORY TAKING WORKSHEET: A computer-generated document used by this office for a number of functions. The INVENTORY TAKING WORKSHEET serves as an order form, a return form, an inventory taking form, and as a Statement of Book Charges.

Membership: Membership is used interchangeably with the term enrollment, although the term is usually associated more with teacher counts. The term refers to the number of teachers teaching in a given grade level or specialized course or to the number of students enrolled in a given grade level or specialized course. The Texas Education Agency (TEA) uses the term membership.

Multiple adoptions: Multiple adoptions exist when the State Board of Education or the local board of trustees, with the recommendation of the respective Official Textbook Committees, adopts more than one title for a selected grade level or specialized course. The term split adoptions is used also. Example: Reading at the elementary level uses multiple adoptions.

Nonconforming list: Textbooks that appear on the nonconforming list address between 50% to 99% of the TEKS.

Nonconsumable workbooks: Workbooks that are either provided by the publisher for the 1st year of the adoption only or a one time purchase by the district. Non-consumable workbooks are considered teacher resource material and will not be provided annually.

Out of adoption: Textbooks that are no longer officially in use in the public schools because the adoption cycle has expired. The term expiring is used also.

Quota: The term quota is used interchangeably with the term entitlement. TEA uses the term quota. The number of textbooks and teacher editions a school is allowed based on student and teacher counts. Most quotas are 100%, one textbook per student.

Readopted: Readopted textbooks are ones on which contracts have been extended for another period of use. The publishers are released from the original contracts and this is when you experience a dramatic rise in book prices!

Reconciliation: The act of checking for accuracy the instructional materials charged to a school by this office.

Sample Copies: Textbooks that have cut corners, sample sticker on the front or back of the book and textbooks stamped classroom copies will not be part of your inventory.

Split adoption: The term is used interchangeably with the term multiple adoption.

Statement of Book Charges: A computer-generated document entitled INVENTORY TAKING WORKSHEET. This office uses the document as a Statement of Book Charges for reconciliation purposes.

Surplus: Textbooks and teacher editions to which a school is not entitled because the number of students and teachers has either decreased or did not materialize; these textbooks and teacher editions are returned to the warehouse.

TEKS: The Texas Essential Knowledge Skills replace what were formerly called the Essential Elements.