

College Station Independent School District Instructional Materials Procedures Manual

Rev. 8.9.13

Questions regarding instructional materials procedures should be directed to the following:

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Student, Parent, or Guardian

The student, parent, or guardian is responsible for the student's instructional materials once they have been issued to the student. This includes the return of the materials to the school district at the end of the term or year, or when the student withdraws from the district.

Students, parents, or guardians are responsible for the following:

- Must keep textbooks covered at all times.
- Must insure proper use and care for all instructional materials.
- Must return instructional materials except consumables at the close of the school year, or end of the course, or at the time of pupil withdrawal, whichever is applicable.
- Must reimburse the school for any lost, destroyed, or damaged non-consumable instructional materials issued to that student.

Each student, or his parent or guardian, shall be responsible to the teacher for all instructional materials not returned by the student. Any student who fails to return all materials (except consumables) may forfeit his right to be issued free instructional materials until the materials previously issued, but not returned, are paid for by the parent or guardian. **The student shall continue to have access to instructional materials in class or online but may not be issued another textbook until all books are returned or paid for.**

Writing in or marking on, non-consumable instructional materials is not allowed. Any misuse of instructional materials due to carelessness or neglect may be considered cause to charge the student a fine for the instructional material.

Teacher

Teachers are accountable for all instructional materials issued to the class/classes which he/she teaches.

Teacher's responsibilities are as follows:

- Maintain an accurate record of all instructional materials received.
- Ensure each textbook has a bar code label.
- Maintain a record of the accession number for all materials in the TIPWeb program that are issued to each pupil.
- Ensure that all textbooks are covered at all times.
- Conduct periodic instructional materials inspections as required by the principal or IM Coordinator.
- Notify the campus IM coordinator when materials are lost or damaged.

Teachers should notify the campus IM coordinator of any surplus instructional materials (defined as any materials on hand in excess of the number of students) so they may be picked up and returned to the campus bookroom. The ratio is one material per student.

Teachers should notify the campus IM coordinator when additional materials are needed due to changes in enrollment.

Instructional materials are not to be transferred between schools except by the Warehouse. It is the responsibility of the Warehouse to pick up surplus instructional materials and to distribute additional materials where necessary.

When sending back teacher editions or kits, teachers need to verify that all components of the teacher edition or kit are included. Contents should be neatly arranged. Component lists are supplied to the schools by either the publisher or Warehouse. Credit for a teacher edition or kit will be given to the campus only when the Warehouse receives all materials, which comprise the kit. Incomplete kits will be sent back to the schools.

The Warehouse does not have a budget to replace lost items.

Campus IM Coordinator

Campus IM Coordinators are responsible for processing instructional material requests for their respective campus through TIPWeb. The Director of Purchasing is responsible for approval of requests.

Campus IM Coordinator responsibilities are as follows:

- Require all student books be covered and numbered.
- Require regular material inspections be conducted.
- Keep complete records of books in TIPWeb.
- Check and receive in TIPWeb shipments of textbooks to the campus.
- Distribute all materials to campus staff.
- Conduct an annual physical inventory of all textbooks, teacher editions, and kits.
 - Notify the Warehouse of any shortages or surpluses.

When sending materials back to the Warehouse the IM Coordinators needs to enter a return request in TIPWeb and verify that the items have been packed neatly in a box no larger than a copy paper box. The box should be labeled with the campus name on each side. The coordinators should call the Warehouse for a pick up date.

Campus IM Coordinators are responsible for conducting a physical inventory at the end of each school year according to the audit issued by the Warehouse. Student textbooks, teacher editions kits and other non-consumable instructional materials listed on the audit must be counted at each campus. The audit must be submitted to the Warehouse by the due date.

Principal

Principals are accountable for all instructional materials including textbooks, teacher editions, and kits issued to their campus. **This includes large print and braille materials requested by Special Services for students at their campus.**

Principal's responsibilities are as follows:

- Assign the assistant principal to be Campus IM Coordinator.
- Require all student textbooks be covered and numbered.
- Require regular instructional materials inspections be conducted.
- Keep complete records of materials issued to campus.
- Report all instructional materials, which need to be replaced due to destruction or wear.
- Conduct an annual physical inventory of all textbooks, teacher editions, and kits according to the audit issued by the Warehouse.
- Notify the Warehouse of any shortages or surplus.

Principals are responsible for collecting all fines from students for lost or damaged instructional materials and from teachers for lost or damaged teacher editions or kits. Any lost or damaged textbooks, teacher editions, or kits for which a fine has not been collected must be paid for from campus funds as designated by the principal. Payment for lost textbooks, teacher editions, or kits will be made in the form of an expense transfer.

If a lost instructional material has been paid for, but is later found and returned by the student to the campus, an adjustment will be made in TIPWeb by the Warehouse.

District Instructional Materials Coordinator

The District IM Coordinator shall perform the functions set out in the statutes and regulations and such other duties as may be prescribed by the Superintendent.

The District IM Coordinator is responsible for:

- Accounting for all instructional material activity within the district and coordinating all instructional material activity with TEA.
- Training new campus IM coordinators.
- Completing all deliveries and transfers from warehouse to school campuses.
- Working with all campus IM Coordinators on matters regarding error in shipments and instructional materials inventories.
- Supervising all shipping and receiving of instructional materials from TEA and schoolbook depositories.
- Updating and maintaining the TIPWeb textbook system.
- Ensure an annual physical inventory of all current adoption textbooks, teacher editions, and kits, is conducted at each campus.
- Collecting all money from the schools for lost or destroyed non-consumable instructional materials.
- Maintaining the District's instructional materials allotment (IMA) account.

Instructional Materials Orders

Summer Deliveries

Newly adopted instructional materials that replace expiring materials, replacement of consumables, and supplementary orders to cover expanded enrollment are delivered in the summer prior to the start of the new school year.

The Warehouse has no control over when instructional materials will be shipped from the State or publishers.

When instructional materials are delivered to the Warehouse, they must be processed and pick tickets created for each school before deliveries can be made to individual campuses. Upon delivery of instructional materials to the campus, a designated staff member must count each order before signing the transaction form and forward to the IM Coordinator for receiving in TIPWeb. Any discrepancy in the count should be noted between the campus staff member and the person delivering the order. Any shortage or discrepancy should be clearly noted on the Pick Ticket. Each entity will retain a signed copy of the Pick ticket form for their records. Counts must be correct to have an accurate inventory at the end of the school year.

Regular School Term Deliveries

Instructional requests from a school will first be checked for eligibility.

If the TIPWeb program verifies that a school is eligible for the requested number of instructional materials, the order will be filled as completely and swiftly as possible, and delivered to the campus. All deliveries must be counted by a staff member and received in TIPWeb by the textbook coordinator. The number of materials signed for and received in TIPWeb will update the campus textbook inventory. Any items that are backordered will be sent to the school when shipments from the supplier are received and processed.

Returning materials from the campus to the Warehouse

The campus IM Coordinator must create a Return Surplus Adjustment in TIPWeb listing the title and number of books needing to be picked up. Reasons a campus might return books:

- Surplus (books in excess of the number of students).
- Damaged books.
- Campus only using classroom set.

The Warehouse will pick up out-of-adoption materials, one time per year. The Warehouse will accept pickup requests for out of adoption materials beginning in May continuing through the end of July. The Warehouse does not have space available to store out-of-adoption materials throughout the year, so please do not request that these books be picked up prior to the end of the school year.

Transfer of Instructional Materials

The transfer of instructional materials from one campus to another or swapping of materials is not permitted between campuses but can be created and approved by the Warehouse.

Sale of Instructional Materials

If a parent or individual wants to purchase a textbook, the campus IM Coordinator will furnish the publisher's name, address, and phone number so that individuals may arrange to purchase the book directly from the publisher or used textbook vendor.

In adoption instructional materials may be sold or disposed with the board of trustees approval. The district must obtain board approval and notify TEA of any instructional material the district sells, disposes or recycles for which they receive revenue.

The district will attempt to sell expiring or out-of-adoption instructional materials if in usable condition. Out of adoption materials may also be donated to students, parents of students, adult education programs, or other non-profit organizations. Those wishing to receive the materials are responsible for transporting the materials.

Used Instructional Material Purchases

Circumstances may arise in which your campus will need to purchase additional copies of materials not available through the warehouse.

Before ordering any instructional materials from an outside vendor, please contact the Warehouse for the correct materials and vendor contact information.

Acquiring instructional materials in this manner is not intended to replace the instructional material ordering procedure through the Warehouse. This is strictly for materials or textbooks we are unable to provide or replace.

Instructional Material Inventory

The principal and the campus IM Coordinator are responsible for collecting instructional materials at the end of each school year. **Teachers will collect materials from all students and clear their classroom account with the campus IM Coordinator.** Teachers need to collect monies for lost/damaged instructional materials before the student leaves for summer break. Payment for lost or damaged instructional materials must be made by the due date established by the Warehouse.

During the month of May, the Warehouse will create an audit in TIPWeb for each campus with the materials being audited. The campuses will be provided:

1. A list of expiring materials.
2. A list of new materials adopted by CSISD.
3. A copy of the Instructional Materials Inventory Procedures.
4. A list of campuses that will be audited on site and the scheduled dates.

The principal and the campus IM coordinator are responsible for gathering all textbooks, teacher editions, kits and other components to a designated area for an inventory count. The Warehouse will provide each campus with a campus audit report listing titles of materials and the quantities of each title that has been sent to their campus. The campus should follow the Instructional Materials Inventory Procedures while completing their campus inventory.

The Purchasing Director will decide which campuses are audited on site each year.