



WINDHAM SCHOOL  
DISTRICT

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**PAGE:** 1 of 5  
**SUPERSEDES:** OP-10.01  
September 1, 2001

# OPERATING PROCEDURES

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**SUBJECT:** TEXTBOOK REGULATIONS

**AUTHORITY:** Texas Education Code Chapters 19 and 31; 19 Texas Administrative Code Chapter 66; SD-10.01

**APPLICABILITY:** Windham School District (WSD)

**POLICY:**

Textbooks may be used as appropriate to effectively supplement instruction in the classroom.

**DISCUSSION:**

WSD is not planning to adopt any new textbooks at this time, but is in possession of some current-adoption books. The use of textbooks as the curriculum (i.e., having every student begin at the same place and work through the textbook together at the same time) is generally not appropriate in an adult education environment. Other adult education resources are preferred over the use of textbooks.

**PROCEDURES:**

- I. Responsibility for Textbooks
  - A. The director of the Division of Instruction shall designate a textbook custodian who shall be responsible for the WSD's textbook selection process and ordering procedures. The custodian shall be assisted by a textbook coordinator, also designated by the director of the Division of Instruction, who shall maintain unit accounts of textbook charges and oversee textbook transactions between the WSD and the Textbook Administration Division of the Texas Education Agency (TEA).
  - B. The principal is responsible for the proper use and safekeeping of all textbooks. Each principal and teacher shall work closely with unit security staff to establish a smooth working procedure to assure proper textbook accounting.

## II. Accountability and Care

- A. In state educational systems every principal and teacher is a custodian of books and materials.
- B. Textbooks shall be kept in a secure manner in the Education Department. Offenders shall not take current-adoption books to their cells.
- C. Teachers shall not convert state property (e.g., books and materials) to personal use or take any items of state or WSD property from the facility. No teacher shall plead ignorance of the rules and regulations for dereliction of duty, nor shall ignorance be deemed a defense for failure to protect state property. Strict adherence to these procedures is required, and any violation shall be cause for disciplinary action against the employee.
- D. When WSD policy does not provide answers to a particular situation, the teacher should consult with his/her immediate WSD supervisor regarding the proper course of action.
- E. Losses and Damages
  - 1. The word "free" in the title of the Texas Free Textbook Law refers to the legal provision that no charge is made for the normal usage of state-owned textbooks. It does not release any individual from accountability for the books handled or used.
  - 2. All staff shall ensure that property is cared for and properly protected from loss and damage.
- F. There shall be an annual inventory of all textbooks.
- G. Each principal shall have the responsibility for accounting for all unit textbooks that are still in current state adoption.
- H. Textbook records are maintained in the textbook coordinator's office. All textbook transactions, inventories, adjustments, etc., are listed on these records.

## III. Request for Textbooks

- A. If a decision is made to adopt textbooks, the Division of Instruction shall distribute instructions and a WSD Adopted Textbooks request form to principals.
- B. Teachers shall submit textbook orders to their principals.
  - 1. If teachers already have a set of current state adopted textbooks (e.g., reading or math textbooks), they may not order another set in the same subject area.

2. In a non-graded, competency-based adult education program, particularly at the lower literacy levels, students are generally working at multiple grade levels. It is unlikely that each of the 25 students in the class would be in need of the same instructional objectives (e.g., third grade math) at the same time. Therefore, there should seldom be a need for classroom sets of textbooks (e.g., 25 third grade math books).
- C. The principal shall scrutinize the justification for textbook orders prior to signing and authorizing the order. Principals shall:
1. Review appropriateness of the grade level of textbooks requested for each literacy level;
  2. Review appropriateness of the number of books requested;
  3. Check the unit inventory and consider the number and type of textbooks already on the unit before ordering more;
  4. Ensure that the teacher has provided proper and sufficient justification for the number and purpose of each book (e.g., the justification should not be a generic statement such as “to teach reading”).
- D. Principals shall submit the textbook request form according to the instructions provided.
1. Requests must be received directly from principals. Instructional specialists or other WSD staff may not requisition textbooks.
  2. Requests must be received by the date indicated in the instructions.
  3. Textbook requests from units shall:
    - a. Be submitted on the official order form;
    - b. Include complete information;
    - c. Include specific justification for each title ordered; and
    - d. Be signed by the principal.
- E. The Division of Instruction shall review textbook requests as follows:
1. Review all textbook requests for appropriateness;
  2. Review the number and type of textbooks already on the unit inventory;
  3. Adjust orders as deemed necessary; and

4. Negotiate with the principal regarding any concerns about textbook requests.

#### IV. Shipment from the WSD Textbook Depository

The following procedure is to be followed when receiving a shipment of textbooks from the WSD Textbook Depository:

##### A. Textbook Department/Education Warehouse Shipping Ticket

The principal shall check the Textbook Department/Education Warehouse Shipping Ticket for accuracy.

1. A carton without an address or one addressed to another unit shall not be accepted.
2. The principal shall not sign the shipping ticket without counting the number of cartons received. The column on the shipping ticket indicating "QUANTITY" will show the actual number of cartons shipped from the WSD Education Warehouse. If there is a difference between the number of cartons received and the number shown on the shipping ticket, the principal shall make a notation on the shipping ticket with an explanation of the difference and accept the shipment.
3. If a carton is broken open or seriously damaged, this fact shall be noted in writing on the shipping ticket.

##### B. Textbook Packing List

One of the textbook cartons will have a packing list enclosed. The carton will contain two copies of the Textbook Packing List.

1. One copy is for the principal's files.
2. The principal shall make sure the titles, quantities, and numbers inside the books match the packing list.
  - a. A discrepancy between the number of books shown to have been sent and the number received should be noted on the copy to be returned to the textbook coordinator.
  - b. The principal shall sign the second copy and return it to the textbook coordinator (WSD Education Warehouse) via truck mail, within 10 working days after receipt of textbooks.

#### V. Shipments to the WSD Textbook Depository

- A. Approximately once a year (usually June), principals are given a date to return

unwanted out-of-adoption textbooks to the WSD Education Warehouse for recycling. Out-of-adoption books are no longer under current state-adoption.

- B. Out-of-adoption textbooks may be retained on the unit only if their need can be justified (e.g., reference, teaching aid, library). Out-of-adoption textbooks shall not be counted on unit inventory.
- C. Principals shall send an email to the textbook coordinator to request permission to return any current state-adopted textbooks to the WSD Textbook Depository, Education Warehouse.

VI. Transfers Between Units

- A. Textbooks are numbered and assigned to units by number.
- B. No textbooks shall be transferred between units by any unit or regional personnel.
- C. Each unit shall submit a request through the WSD textbook coordinator for books that the unit may need.
- D. The textbook coordinator shall prepare shipment to or transfer between units.

VII. Textbook Selection Process

- A. The State Board of Education provides the list of adopted textbooks to each school district.
- B. The director of the Division of Instruction shall decide if there is a need for WSD to order textbooks.
- C. If a decision is made to order textbooks, the director of the Division of Instruction shall appoint a textbook committee to review the state-adopted books and recommend those appropriate to local needs. The textbook committee shall include WSD professional staff.
- D. Final selections are recorded in the minutes of the Board meeting and forwarded to the Division of Textbook Administration, TEA. Only those textbooks selected for local use can then be ordered from the Texas School Book Depository.

\* Signature on file  
Marjie Haynes  
Director, Division of Instruction