

KERMIT ISD

2021-2022



INSTRUCTIONAL

MATERIALS

GUIDELINES &

PROCEDURES

Contents Include:

1. Instructional Materials (“IM”) Responsibility for:
 - Student Parent or Guardian
 - Principal
 - Campus Instructional Materials Facilitator (Assistant Principal)
 - Teacher
2. Instructional Materials Inventory
3. Return of Teaching Materials
4. Instructional Material Return Procedures
5. Damaged Instructional Materials Return Procedures
6. Instructional Materials Damage and Fines
7. Instructional Materials Out-of-Adoption Procedures
8. Instructional Materials Request Procedures
9. Delivery Guidelines to Remember
10. Textbook Request Form / Return Form
11. Student with Special Needs or Circumstances Textbook Request Form
12. CMD (Legal)
13. EF (Local)

TIMA (Team for Instructional Material Allotment)

Roxane Greer – Instructional Materials Director

Joe Lopez – Superintendent

Gayle Fuqua – Executive Director of Finance

Jose Vela – Assistant High School Principal

David Leija – Jr. High Principal

Ronnie Miller – Assistant Elementary Principal

INSTRUCTIONAL MATERIALS RESPONSIBILITIES

Texas Education Code 31.104 (d): *Each student, or the student's parent or guardian, is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.*

Student, Parent, and/or Guardian

The student, parent, and/or guardian is responsible for the student's instructional materials once it has been issued to the student. This includes the return of the materials to the school district at the end of the semester, school year, or if the student withdraws from the District.

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

- Must ensure proper use and care for all instructional materials;
- Must return instructional materials at the end of the semester, school year, or if the student withdraws from the District, as determined by the campus; and
- Must reimburse the school for any lost, destroyed, or damaged instructional materials issued to that student.

Each student, his/her parent(s) and/or guardian(s), shall be responsible to the teacher for all instructional materials not returned by the student. Any student who fails to return all materials shall forfeit his/her right to free instructional materials until the materials previously issued are paid for by the parent/guardian.

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

Principal

Principals are accountable for all instructional materials, teacher materials, and kits issued to their campus.

The Principals' responsibilities are as follows:

- Choose a staff member to be Campus Instructional Materials ("IM") Facilitator – Usually the Assistant Principal
 - Require that regular instructional material inspections are conducted.

Campus Instructional Materials Facilitator

Campus Instructional Materials Facilitator (“Campus IM Facilitator”) should have the following responsibilities:

- Keep complete records of instructional materials transactions including, communications, delivery tickets, and inventory counts.
- Conduct an annual physical inventory of all instructional materials, teacher materials, and kits.
- Report all materials which need to be replaced due to destruction or wear.
- Collect fines from student(s) for lost or damaged materials. Any lost or damaged instructional materials, teacher materials, or kits for which a fine has not been collected must be paid from campus funds as designated by the Principal.
- Process instructional material requests for their campus.
- Require that all instructional materials be labeled.
- Distribute all materials to students and staff.
- Count and sign, as ‘received’, shipments of materials to campus.
- Notify the Instructional Materials Director of any shortages or surplus in deliveries.
- Keep surplus materials in a secure room. Keep the bookroom neat and organized.
- Keep damaged and out-of-adoption materials on campus for donation or destruction at the end of each school year.
- Verify and return complete teacher editions or kits if requested by the District Instructional Materials Director (“District IM Director”).

Campus IM Facilitators are responsible for conducting a physical inventory at the end of each school year. You will be given a Inventory Worksheet in early Spring. The inventory results must be accurately reported to the District IM Director **before the Campus IM Facilitator leaves for the summer break.**

When sending materials back to the Director, the Campus IM Facilitator needs to ensure that the items are packed in a box no larger than a copy paper box. Label the box with the school name, title, and quantity of each title on the outside of the box. It is the responsibility of IM Director to retrieve surplus instructional materials and redistribute all instructional materials as necessary.

Textbooks and Instructional Materials are permitted to be transferred between schools provided the District IM Director receives the ORIGINAL transfer form with the required signatures affixed.

Teacher

Teachers are accountable for all instructional materials assigned to the class(es) in which they teach.

Teacher responsibilities are to:

- Maintain an accurate record of all instructional materials received.
- Conduct periodic material inspections as required by the District IM Director or Principal.
- Ensure that instructional materials have the name of the student in the appropriate place in the textbook.
- Notify the District IM Director and Campus IM Facilitator if books are lost or damaged.
- Notify your Campus IM Facilitator when additional materials are needed. Do NOT contact the District IM Director yourself. First point of contact should always be your Campus IM Facilitator.
- When returning teacher editions or kits, teachers need to verify that ALL components of the teacher edition or resources/kits are included.

Instructional Materials Inventory

The Principal and Campus IM Facilitator are responsible for collecting instructional materials at the end of each school year. Teachers will first collect textbooks from all students and stack them by the **5-count method** – that is, 5 book covers facing forward and 5 book covers facing backwards – for easy inventory counting. ***The school is responsible for collecting money for lost/damaged materials BEFORE the student leaves at the end of the school year.***

In April / May, the District IM Director will provide the following to each Campus IM Facilitator:

- A copy of the campus inventory listing titles and quantities
- A copy of the Inventory Procedures

The Principal and Campus IM Facilitator are responsible for gathering all instructional materials to a designated area for an inventory count. *A clear, concise description for the location of books should be provided to the District IM Director prior to May 31st. (Roxane Greer – Special Education Building – 432-586-1060)*

Physical audits will be conducted by the District IM Director and audit team. Campuses and its administrators will be notified in early May if their campus is going to have a physical

audit. Audits will occur in late May or early June. The assistance of the Campus IM Facilitator is required to expedite the audit.

Each campus needs to complete the inventory count of all materials **BEFORE** the audit team arrives. The audit team then will conduct an audit and confirm numbers.

All books should be arranged by subject and grade and clustered in stacks by the **5-count method – 5 with covers facing forward, then 5 with covers facing backward**. All books should be stacked in this manner, regardless of the depth of the shelves. At the elementary level, books should be arranged on the floor or bookshelf (not in desks or lockers) by subject in each classroom or the bookroom.

There will be ONE inventory audit/visit. The count is final and losses are to be paid immediately.

Return of Teaching Materials

All teacher editions and teacher resource guides (“TE/TR”) are to be used by the campus staff while employed with Kermit ISD and must be returned to the District IM Director if a request is made.

******If a teacher leaves a campus, ALL teaching materials will STAY at the school unless otherwise instructed by the Principal or District IM Director. The Campus IM Facilitator and exiting teacher MUST perform an inventory audit of all items in the TE/TRs by using checkout system through the library.** When returning teacher editions and/or teacher resource kits to the Bookroom, all materials **must** be included. Contents should be neatly arranged in the original box or boxes about the size of a copy paper box. Each box must have the name of the school and the grade level marked on the box. Tape a component list to each box with the materials inside inventoried and checked-off. Tape the bottom of the boxes to reinforce the box strength, but do not tape shut the box lid.

Reasons a campus might return teaching materials to the IM Director include:

- Surplus
- Damaged teacher kit
- Wrong materials for that particular campus (e.g., Bilingual campus with non-Bilingual materials)
- Out-of-Adoption materials

Instructional Material Return Procedures

Following are the procedures to be used when returning instructional materials to the IM Director.

A few reasons a campus might return books to the IM Director:

- Surplus
 - Damaged books
 - Wrong book for that particular campus
 - Out-of-Adoption materials
1. These materials MUST be properly boxed and labeled by campus staff.
 2. The campus name needs to be marked on each box. An inventory sheet must be attached and the items listed by title and quantity.

Damaged Instructional Materials Return Procedures

If it becomes necessary to return damaged books to the IM Director, please follow the steps below:

1. The materials should be placed in a box (no larger than a copy paper box) that is marked DAMAGED.
2. If the Campus requires that the damaged materials be replaced, the Campus IM Facilitator must put in a Textbook Request by email to the IM Director.

Instructional Materials Damage and Fines

A school district cannot require a student to pay for damage to instructional materials until it is first determined that the student was, in fact, at fault. Generally, if textbook damage is due to an act of nature (fire, flood, etc.) or third-party misconduct (theft), the student will not be "at fault" and will not be required to reimburse cost for the damaged materials.

The law allows districts to waive or reduce payments for damaged textbooks if the student is from a low-income family. The Board of Trustees determines these circumstances on a case-by-case basis. If payment is waived or reduced, the District is still accountable and must replace the book if needed.

The following are procedures to be used when assessing a fine for a damaged textbook:

1. Teacher contacts the Campus Instructional Materials Facilitator about damage and gives book to him/her.

2. A fine may be assessed using the chart below. If the charges exceed 50% of the cost of the instructional material, then the material is considered destroyed and a full-price replacement cost will be assessed for the textbook.
3. The student and parent must be informed by the campus principal in writing of the following:
 - a. the title of the instructional material,
 - b. the amount of the fine owed, and
 - c. the date payment is due.
4. When the fine is paid, the money is to be deposited on a separate deposit slip to the Business Office with the book information on it. **The Campus is responsible for giving the student or parent a receipt of payment.**
5. Any damaged instructional materials that have been PAID IN FULL by a student becomes the property of the student. Mark out the Kermit ISD label and write PAID IN FULL and the DATE on the inside cover.
6. If a fine is to replace a lost textbook or other instructional material, the new materials **do NOT** become the property of the student, but are given to the Campus IM Facilitator for inclusion into the Campus inventory.

Use the following chart when assessing the damage to other instructional materials.

DAMAGE	ELEMENTARY	JR HIGH / HIGH SCHOOL
Pencil marks	.10 per page	.25 per page
Ink marks	.25 per page	.50 per page
Torn page	.50 per page	\$1.00 per page
Binding damage	\$1.00 to total	½ to total
Cover damage	\$1.00 to total	½ to total
Book damage	Total price	Total price
Lost book	Total price	Total price
Missing page	Total price	Total price
Inappropriate language	Total price	Total price

Instructional Materials Out-of-Adoption Procedures

In 2011, Senate Bill 6 changed Out-of-Adoption (“OA”) procedures so that the District can recycle instructional materials.

OA books can be given to parents or students, kept for reference use in the classroom, or boxed up for donation/recycling. Each Campus can make this decision based on needs. We strive to not throw books in the trash!

If a campus chooses NOT to donate the books, please follow these steps:

1. Designate a location on your campus for the collection of out-of-adoption titles.
2. DO NOT return "In Adoption" materials by this method.
3. Use empty copy paper boxes or call the warehouse to purchase boxes to pack the books. Store in another area on campus.
4. Box out-of-adoption resource kits and supplemental materials separately from textbooks. Store in another area on campus.
5. Mark all boxes with the Campus name, "OA", and affix an inventory list of each title and quantity onto **every box!**
6. E-mail the District IM Director (rgreer@kermitisd.org) to notify her of the decision on OA books.

Instructional Materials Request Procedures

Reasons a campus might request materials from the IM Director:

- New student
- New teacher
- Lost or damaged materials in need of replacing
- New adoption
- Replacement of incorrect book sent to the campus

Request additional materials from the District Instructional Materials Director at 432-586-1060 or by e-mail at rgreer@kermitisd.org.

Delivery Guidelines to Remember

Upon delivery of instructional materials to a campus, a designated staff member must count each order before signing the transaction form. Any discrepancy should be noted on the transaction form and copies made for both parties.

Always sign requisitions and delivery forms and keep a copy for your records.

Large Print and Braille Textbooks

The Texas Education Agency's Textbook Division provides large print textbooks for the visually impaired and Braille textbooks for the legally blind. In order for students to have access to these materials requires that the students be certified as being either visually impaired or legally blind in their ARD or Section 504.

Newly adopted textbooks may take up to 6 months to be printed and shipped from the vendor.

Order large type and Braille textbooks by emailing rgreer@kermitisd.org.

Dual Credit

All textbooks to support dual credit courses taught on KISD high school campuses will be purchased using the district's dual credit textbook account.

The High School campus will be responsible for distributing, inventorying and collecting textbooks at the high school campus. Therefore, your assistance will be required to distribute, collect, and account for dual credit textbooks.

Home based/Homebound Students and Teachers

Home based and homebound students remain enrolled at their home campus once they enter the program, therefore, campuses 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 campus instructional materials facilitator.

Checking Out Textbooks to Parents

Occasionally, you will have 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 the campus is within our entitlement as a district, the IM Facilitator will be responsible for determining whether to allow such needs to be met.

Keep a record of those students with special needs or circumstances who have two sets of textbooks checked out to them. Should the IM Director contact the campus IM Facilitator to justify ordering textbooks beyond the campus entitlement, this information would serve as justification.

Date _____

Textbook Request Form / Return Form

(Circle one)

Grade	Name of Book (Title)	Quantity

Room Number

Name of Teacher

Date _____

Textbook Request Form / Return Form

(Circle one)

Grade	Name of Book (Title)	Quantity

Room Number

Name of Teacher



Kermit ISD

Laptop/HotSpot User Agreement Form

Understanding Responsibilities: *Students and parents, please initial each statement to indicate that you understand what is being asked of you.*

_____ I understand that it is my responsibility to make sure that the laptop and/or HotSpot that I have been provided is properly taken care of while it is in my possession.

_____ I understand that there may be charges if the laptop and/or HotSpot or accessories are damaged, lost or stolen.

_____ I understand that my privilege of using a laptop and/or HotSpot **may be revoked** if:

- My laptop or HotSpot is maliciously damaged
- I purposefully damage my laptop or HotSpot
- My laptop or HotSpot is involved in recurrent reckless activities
- I disregard Kermit ISD's Acceptable Use Policy (available at bit.ly/kisdaup)
- I use my laptop or HotSpot for any activity other than school work as assigned by my teacher

_____ I understand that it is my responsibility to return the laptop and/or HotSpot and provided accessories that have been provided to me when requested by Kermit ISD.

_____ I understand that in the event of loss of the device/cords/case or damage to the device, I will be responsible for \$535.00 to replace the device/cords/case.

_____ I understand that in the event of loss of the HotSpot or damage to the device, I will be responsible for \$180.00 to replace the HotSpot.

Device Destiny Asset Tag Number (6 digits): _____

Any existing damage to the device should be listed here:

Keys: _____

Screen: _____

Others: _____

Staff Member Initials: _____ Date: _____

Our signatures below indicate that we have read and understand all components of the Laptop User Agreement.

Student Name (print): _____ Signed: _____ Date: _____

Parent Name (print): _____ Signed: _____ Date: _____

Student with Special Needs or Circumstances Textbook Request Form

According to school board policy under the Responsibility for Books: Each student or his/her parent/guardian shall be responsible for all books not returned by the student, and any student failing to return all books 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. Education Code 31.104(d)

I, the parent of _____, acknowledge the fact that I am fully responsible for any and all textbooks issued to my child. I am aware that I will be financially responsible to Kermit Independent School District for the replacement of any and all textbooks deemed to be damaged due to negligence or some unforeseen circumstance.

Signature

Date

Please print:

Name: _____ SS# _____

Mailing Address: _____ Apt # _____ DL# _____

City: _____ Zip Code: _____

Title of Textbook(s)

Textbook ISBN & Accession #

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please state in writing why you are requesting textbooks:

Kermit ISD
248901

EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

CMD
(LEGAL)

[https://pol.tasb.org/Policy/Download/1254?filename=CMD\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/1254?filename=CMD(LEGAL).pdf)

Note: For provisions regarding selection and adoption of instructional materials, see EFA.

[https://pol.tasb.org/Policy/Download/1254?filename=EF\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1254?filename=EF(LOCAL).pdf)

Note: For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.
