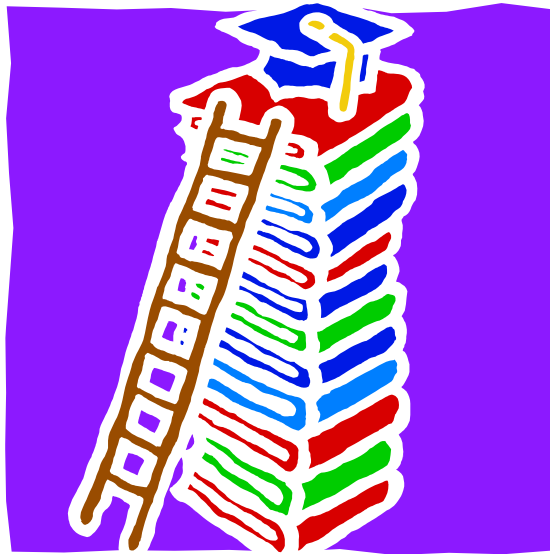


**PFLUGERVILLE INDEPENDENT  
SCHOOL DISTRICT**



**INSTRUCTIONAL MATERIALS MANUAL**

**FOR:**

**CAMPUS INSTRUCTIONAL MATERIALS  
COORDINATORS**

**July 2020**

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## **Introduction**

Instructional materials can have a wide variety of definitions. For the purposes of this manual, instructional materials (IM) refer to textbooks, teacher resources, licensing and technology equipment purchased with state or district funds that are tracked using the Hayes Software System.

The Pflugerville Independent School District instructional material coordinator endeavors to provide every student and teacher in Pflugerville I.S.D. every instructional material he/she might need during the course of any given school year. Whenever a resource is needed, this office will work diligently to secure those materials as expeditiously as possible.

As the IM custodian for your campus, you have a tremendous responsibility resting on your shoulders. The job of IM custodian is a thankless job, but a very essential and important one. Whenever a teacher makes an IM request, he/she generally needs that resource as quickly as possible and expects to have it in his/her possession immediately. The district IM coordinator will do everything possible to get that material to the campus and therefore in a student's hands as soon as possible. If the item needs to be ordered, it may take several weeks to receive and deliver it to the requesting campus. The IM coordinator will communicate with the campus in the event of this type of delay.

Hopefully this manual will give you an idea of how the IM system works and allow you to be able to adequately answer the majority of questions that you will be asked when instructional materials are the topic of conversation. This manual does not have all of the answers. Please feel free to contact the district IM coordinator with any questions or concerns you or a member of your staff might have.

# **Section I**

## **Instructional Materials, an Overview**

## **What Should a Principal Know?**

- Instructional Materials belong to the district.
- The district holds the campus responsible for the dollar value of the instructional materials issued to the campus. Campuses will be held responsible for all designated ancillaries, teacher editions and class sets.
- Every year, a complete accounting of instructional materials and payment for lost items is required.

## **Things a Principal Should Do**

- Every campus must have an instructional materials custodian. This may be the campus principal or assistant principal as designated by the principal. The district IM coordinator must be notified each year of the campus designated custodian.
- Every materials transfer in or out of the campus needs to be carefully checked by the principal or his/her designee to assure accurate inventories.
- The TIPWEB system must be used to check out IM to students and teachers. This system will track each item according to its individual ID number (accession code) and the person to whom it was issued.
- Each student and teacher must be held accountable for all materials they are issued.
- As soon as the school term is completed each year, a complete audit must be taken.
- If the campus is adding a new course which will require the use of a state-adopted / district purchased resource, the principal or designee must inform the IM department as soon as the decision is made.
- The district coordinator should be notified of any change in the campus custodian for the campus.

## **The District Instructional Material Coordinator's Responsibilities**

- Maintain an accurate system to account for district and campus inventory.
- Be available to consult with all principals and assistant principals regarding their inventory count and charges.
- Monitor student and teacher populations and order materials to reflect district needs.
- Receive, process and deliver materials in a timely fashion.
- Monitor IM funding distributed by the state.
- Present requests for IM funding from district personnel to designated district officials.
- Perform annual campus audits of instructional materials.
- Manage funds for lost and damaged materials.
- Replace lost and damaged materials.

## **The Campus Custodian Responsibilities**

- Responsible for maintaining the campus inventory.
- Maintains accurate records using the TIPWEB system for all IM transactions.
- Notify the principal and the district coordinator when the IM statement is incorrect or when materials cannot be accounted for according to district accounting procedures.
- Attend all in-service meetings regarding IM training.  
Require materials inspections by all teachers on a regular basis.
- Require that all textbooks are pulled and brought to the bookroom for an audit at the end of each school year. If an adequate sized bookroom is not available, the books are to be in no more than 5 locations within the building for the annual audit. These locations must be clearly identified in writing to the district coordinator. Other instructional materials must be collected and placed in a central location.
- Conduct a yearly physical inventory of all materials.
- See that all reports and payments are made in a timely fashion as established by the district coordinator.

## **The Teacher's Responsibilities**

- Require all students to enter their names on the inside label of each textbook.
- Conduct an actual physical inventory at least once per semester as requested by the Campus custodian.
- Notify the assistant principal / campus coordinator when materials are lost or damaged.

## **The Student, Parent/Guardian's Responsibilities**

- Insure the student enters his or her name inside the front cover of each textbook issued to them.
- Return all materials at the end of the school year or at the end of the semester for all classes that do not continue.
- Reimburse the school for any damage to or loss of instructional materials issued to the student.

# **Section II**

## **Campus Instructional Materials Information**

## **I'm in Charge of Instructional Materials, Now What?**

It is important to understand the system that was in place on your campus and to locate the materials for which you are now in charge. All instructional materials distributed by the district are maintained using the TIPWEB IM accounting system. If the person who preceded you in this capacity is still available, secure all of the paper work and information that individual has on file. If you are unable to secure any paper work from your predecessor, contact the district IM coordinator at 594-0266. He/She will show you how to obtain all of the information you will require.

Based on these reports, you should physically count all of these materials located on your campus, regardless of their location.

Compare your count of each item to the amount indicated in TIPWEB. If the numbers do not match, you need to find out why immediately.

Some guidelines that may help in resolving differences are as follows:

The numbers you counted are LESS than the numbers recorded on your inventory sheet:

1. Check to see if any teachers know of students that have lost materials.
2. See if any teachers have materials that were not distributed to them.

The numbers you counted are MORE than the numbers recorded on your inventory sheet.

1. Check to see if by some chance a student has returned an item that was paid for after the last audit was conducted.
2. In the case of textbooks, make certain that the books are NOT sample copies sent to a teacher when the books were being considered for adoption.

Communicate any unresolved differences to the district IM coordinator. Together you should be able to resolve all differences.

## **TIPWEB Instructional Materials Accounting System**

PfISD uses TIPWEB by Hayes Software as their IM accounting software. This system is a web-based, real time application. All inventory, requisitions and returns of materials on campuses and at the district level are tracked using this system. All new campus coordinators will be trained on this system. If the coordinator starts at the beginning of the school year, there will be a half-day training session prior to the start of the school year. If the new coordinator comes on board during the year, the district IM coordinator will train this individual in a timely fashion.

Campus coordinators can access this system from any school based computer at: <https://www.tipwebpflugervilleisd.net/tipweb/>

The help section of this program is very well developed. It can be utilized at any time while in the system by clicking the help icon on the top right hand side of any screen. You can also print step by step instructions from this screen. If you have questions concerning the software application you may call the IM coordinator at X-40266 or Hayes Software at 512-219-7906.



## Ordering Materials for Your Campus

When a need for additional materials has been determined, **an order must be placed using the TIPWEB requisition system.** Orders will **not** be accepted by phone or email.

Once the IM request is received by the district coordinator:

1. Eligibility is determined by checking the number of students in the course code or grade level.
2. A pick ticket is generated.
3. Materials are pulled and packaged for shipment to the campus.
4. Materials are shipped via inter-campus mail or warehouse distribution.

When a request cannot be processed (request exceeds campus enrollment, temporarily out of stock, etc.) the district coordinator will notify the affected campus custodian via TIPWeb, email and/or by the information listed on the pick ticket. (Please check your pick tickets carefully for backorder and partial shipment information.)

## Receiving Instructional Materials from the IM Department

A warehouse employee will deliver materials to the campuses in a timely fashion. They will have campus personnel sign for the delivery. If a campus does not receive an order within 5 days of submission, notify the district coordinator immediately.

**The campus will be held accountable for all delivered materials** (see Accountability). When the order arrives on campus, the campus textbook custodian shall:

1. **Unpack all items** and verify that the pick ticket matches exactly with what was received. **If a discrepancy is identified, the campus textbook custodian must contact the district textbook coordinator within 5 days of delivery.** Discrepancies found after the initial 5 day period will not be adjusted.
2. **Accept the shipment in the TIPWEB system.** Any shipments not accepted by the campus within 10 days of receipt will be accepted manually by the district coordinator.

## Returning Materials to the IM Department

The district coordinator will, at times, require that a campus return materials for redistribution. The following procedures will be utilized when materials are requested.

The campus custodian shall:

1. Print off the adjustment form from TIPWEB or the email attachment when you receive a request from the district coordinator. Fill in the form and insert in with your shipment.
2. Package materials in an adequate container **no larger than a Xerox paper box**.
3. Complete an In-Adoption Label on goldenrod paper and affix to each package. (See sample in Section 3)
4. Email the district coordinator to notify her of the pick-up request. Please include the location and number of boxes.

Upon receipt of the materials, the district coordinator will:

1. Unpack all items and verify that the Transfer Form matches exactly with what was received. If a discrepancy is identified, the IM coordinator will make note of it on the adjustment form. The district coordinator will notify the affected campus of the discrepancy. The affected campus account will not be credited for the return until the discrepancy is resolved.
2. Update the campus inventory by accepting the TIPWEB adjustment.

## Transfers From Campus to Campus

**The practice of transferring materials from campus to campus is strictly forbidden, unless specifically authorized by the district textbook coordinator.** Where unauthorized transfers have occurred, the participating campuses have typically had inaccurate campus inventories; and in many cases, the transferring campus suffers a monetary penalty for the missing (transferred) materials.

## The Opening of New Schools

Any campus that will be losing students and/or teaching units to a new school will be responsible for collecting the specified amount of materials for the new campus. The Quantities of materials will be determined by the district IM coordinator.

## Out of Adoption Materials

Textbooks that are out-of-adoption should be returned to the textbook department. The books will be donated to an agency to benefit children in other countries. If you would like to give the out of adoption books to the students, a waiver must be signed and returned by each student's parent before the book is given to the student. This waiver will state that the book may not be resold by any means including, but not limited to yard sales or second hand stores.

To return out of adoption textbooks:

1. Package textbook materials in an adequate container **no larger than a Xerox paper box**.
2. Make sure all boxes are taped securely on the top and bottom of the box.
3. Complete an Out of Adoption Turn-In Label in blue and affix to each package. (see sample in Section 3)
4. Email the district coordinator to notify him/her of the pick-up request with the quantity and the location of the boxes.
5. A list of current out of adoption materials can be found on the PflSD share drive at

*!PISD Public/Textbooks/Out of Adoption Titles*

## Accounting for Instructional Materials

Each campus custodian will maintain a running inventory for each item using the TIPWEB program. This inventory will reflect all transactions that may occur throughout the year.

## Mid-Year Review

Each campus should perform at least one mid-year review of their materials. This review should include not only a count of the inventory in storage, but also a materials check for each teacher and student. This review is not required to be turned in to the district coordinator. Campus custodians should use this review process to begin holding students responsible for lost materials and to help them keep a close surveillance on their total material counts.

## Year-End Procedures

There will be an IM coordinator meeting prior the end of each school year to review all year-end closing processes and procedures. At that time, a year-end close-out package will be distributed to each campus. The district coordinator will insure that adequate instructions accompany this package which will include a year-end timeline and other pertinent information.

## **Campus Audits**

Campus Audits will be performed by the district coordinator on a yearly basis. The results of all audits performed will be forwarded to the, Deputy Superintendent, Executive Director of Facilities and Support Services, Chief Financial Officer, and Controller. The following procedures will be followed in performing a campus audit:

1. Textbooks should be stacked / lined up in groupings of 5 to facilitate rapid audits by both the campus and district personnel. Other instructional materials designated on the audit form must be placed in a centralized location.
2. The campus custodian will conduct a 100% inventory of all state and district owned materials assigned to their campus prior to the scheduled district audit.
3. There will be no search and recovery of materials on the day of audit.
4. The district coordinator will review the inventory documents with the campus custodian and attempt to resolve any inconsistencies that may exist.
5. The district coordinator will count the instructional materials.
6. Payment for lost materials will be made on the day of the audit.
  - a. Payment will be made for all materials not in inventory at the time of the audit.
  - b. Credit will be given for any needed materials found above the stated inventory count. Credit for found materials will not exceed the cost of lost materials. All credited materials will be removed from the campus and placed back in district inventory.

## **Teacher Materials**

Teachers should be held accountable for any teacher materials they are issued. TIPWEB should be used for tracking teacher materials. Campuses will be required to return all TEs and ancillaries for lost teacher units. It will be the campus responsibility to pay for any lost components.

All materials assigned to teachers should be verified during the teacher check out process. You can find a listing of all ancillary materials for grades K-5 on the share file at:

S:\PISD Public\Textbooks\Ancillary Components

Teacher editions in either electronic or hard copy form will be supplied for all teachers requiring these materials to instruct students.

Ancillary materials will only be supplied to teachers of record.

## Lost and Damaged Materials

All district owned materials that have been lost or damaged shall be paid for at the time of the year-end district audit. After payment, the campus inventory will be reduced by the number of materials lost. Replacements will not be issued until student enrollment supports the need for the materials on campus. Replacement materials must be requested by the campus using the TIPWEB requisition system.

When district owned textbooks are damaged through acts of God (fire, tornado, flood) the campus will notify the district coordinator in writing within five days of the occurrence.

If a textbook has become unserviceable due to normal wear, the campus custodian will forward the item to the IM department utilizing the above listed turn-In procedures.

## Fines and Charges\*

The following guidelines will be used in assessing fines and charges to students and parents for damages to textbook materials.

Water Damage	Full price of book
Cover or binding damage	\$5.00 - full price (depending on severity)
Missing Pages	Full price of book
Writing on cover or pages	\$2.00 - full price (depending on severity) **
Torn pages	\$2.00
<b>Tampering with barcodes or other identification markings</b>	Full price of book

\*If charging full price of book, mark book as destroyed in TIPWEB.

\*\*The full price of the book shall be assessed for writing that contains profanity, graffiti, highlighting or markings that make any print illegible.

## Collecting Payments from Students

Campuses may use the following methods to collect payments for lost materials:

Withhold parking permits

Withhold TEA forms needed to obtain a drivers permit or license

Withhold official student records. According to state and federal laws, a student and parent must be allowed access to these records, but we are not required to give them a copy of the documents. When sending a transcript to a requesting school or district, you are obligated to send the records; however, they may be designated as unofficial.

Deny access to extracurricular activities such as proms, dances, sporting events, etc.

A campus may not prevent students from graduating, participating in the graduation ceremony or receiving their diploma.

## **Selling Textbooks**

The selling of textbooks to other organizations or private individuals is not permitted. If parents would like their student to have a second set of books or a book to study in the summer, these books can be purchased from the publishers or used book vendors. The parent will need the name of the book, publisher and ISBN number.

## **Loaning Textbooks**

The policy of loaning textbooks to students who are not in a course that qualifies for a textbook shall be established by the Campus Principal. If a campus chooses to loan textbooks, that campus shall be held financially responsible for all losses encountered. The District can not guarantee sufficient quantities of any textbook for this practice.

## **Highlighting Textbooks**

Textbooks may be highlighted for special/individualized educational needs. However, no more than **one copy** of any title should contain highlighting. When a book has any highlighting in it, it shall be plainly marked on the edges of the pages with a permanent marker. If excessive quantities of a particular title have been highlighted causing a shortage of materials on a campus, the campus shall remit funding equal to the price of the materials before additional copies will be issued.

## **Materials for the Visually Impaired**

Orders for Large Print and/or Braille textbooks for visually impaired students or teachers shall be submitted to the IM coordinator by the campus textbook custodian or a district VI teacher. Due to the period required for delivery, orders for these materials should be submitted no later than the first of April of each year. When ordering these textbooks, the student's name, grade, date of last ARD, specific titles and type needed must be included in the request.

## **Licensing**

Licensing information for district wide textbooks/Instructional materials is managed by the Instructional Materials Department. Information concerning licensing can be found on the PfISD website on the staff and student tabs under Online Instructional Materials. Most platforms are currently available through the Clever portal as well.

# **Section III**

## Forms

# In Adoption Material Return Label

**To: IM Dept.**

**From:** \_\_\_\_\_

Campus Name

A copy of the Transfer Form is enclosed.

\*\*\*\*\*

# In Adoption Material Return Label

**To: IM Dept.**

**From:** \_\_\_\_\_

Campus Name

A copy of the transfer Form is enclosed.  
(Please duplicate this form on goldenrod paper)



# Out-of-Adoption Material Return Label

**To: IM Dept.**

**From:** \_\_\_\_\_

Campus Name

(A copy of the transfer form is not necessary for out-of-adoption materials)

\*\*\*\*\*

# Out-of-Adoption Material Return Label

**To: IM Dept.**

**From:** \_\_\_\_\_

Campus Name

(A copy of the transfer form is not necessary for out-of-adoption materials)

(Please duplicate this form on blue paper)

# **Section IV**

## **State List Codes (SLC)**

SLC codes are state designated codes for textbooks in each area of instruction. These codes can help you do searches with the textbook software.

## SLC Codes

### Elementary:

#### Pre-Kindergarten

0001 Pre-K Learning Systems

#### Kindergarten

0004 Reading  
0007 Sp. Reading  
0040 Consumable Readers  
0043 Sp. Consumable Readers  
0052 ESL  
0053 ESL Teacher Packages  
0054 ESL Consumable Books  
0120 Math  
0123 Sp. Math

#### First Grade

1004 Reading  
1007 Sp. Reading  
1020 Handwriting Consumable  
1030 Spelling and Vocab. Consumable  
1040 Consumable Readers  
1043 Sp. Consumable Readers  
1052 ESL  
1053 ESL Teacher Packages  
1054 ESL Consumable Books  
1120 Math  
1123 Sp. Math  
1200 Science  
1230 Sp. Science  
1320 Social Studies  
1323 Spanish SS  
17H0 Health  
18A0 Art

#### Second Grade

2004 Reading  
2007 Sp. Reading  
2020 Handwriting Consumable  
2030 Spelling and Vocab. Consumable  
2043 Sp. Language Arts  
2052 ESL  
2053 ESL Teacher Packages  
2054 ESL Consumable Books  
2120 Math

#### Second Grade Continued

2123 Sp. Math  
2200 Science  
2230 Sp. Science  
2320 Social Studies  
2323 Spanish SS  
27H0 Health  
28A0 Art  
28M0 Music

#### Third Grade

3XXX XXX See last three digits of 2nd grade SLC Codes

#### Fourth Grade

4XXX XXX See last three digits of 2nd grade SLC Codes

#### Fifth Grade

5XXX XXX See last three digits of 2nd grade SLC Codes

### Middle School

#### Sixth Grade

6040 English Language and Composition  
6050 Literature  
6052 ESL  
6053 ESL Teacher Package  
6120 Math  
6200 Science  
6320 Social Studies  
67H0 Health  
68A0 Art  
68C1 Choir  
68T0 Theater  
6911 Orchestra  
69B1 Band

#### Seventh Grade

#### Eight Grade

8XXX XXX See last three digits of 6th grade SLC Codes

### High School

#### English LA and Literature

9001 ESL I  
9002 ESL II  
9041 English Lang. & Comp. Gr. 9  
9042 English Lang. & Comp. Gr. 10  
9043 English Lang. & Comp. Gr.11  
9044 English Lang. & Comp. Gr.12  
9045 AP English Lang. & Comp.  
9051 Literature Gr. 9  
9052 Literature Gr. 10  
9053 Literature Gr. 11  
9054 Literature Gr. 12  
9055 AP Literature  
9061 Speech Communications  
9062 Communications Applications  
9063 Debate  
9071 Journalism

#### Mathematics

9151 Algebra I  
9152 Algebra 2  
9161 Geometry  
9180 Precalculus  
9182 Calculus  
9184 Statistics  
9190 Math Models

#### Science

9211 Anatomy  
9212 Principles of Technology  
9231 IPC  
9241 Biology (Reg. & PAP)  
9242 AP Biology  
9251 Chemistry (Reg. & AP)  
9252 AP Chemistry  
9261 Physics  
9262 AP Physics B  
9263 AP Physics C  
9281 GMO  
9292 Environmental Systems

## SLC (Cont.)

### High School (Cont.)

#### Social Studies

9311	World Geography
9330	US History
9331	AP US History
9350	World History
9351	AP World History
9352	AP European History
9360	Government
9361	AP Government
9370	Economics
9371	AP Economics
9380	Psychology
9381	AO Psychology
9390	Sociology

#### LOTE

94F1	French 1
94F2	French 2
94F3	French 3
942A	AP French
94G1	German 1
94G2	German 2
94G3	German 3
94L1	Latin 1
94L2	Latin 2
94L3	Latin 3
94S1	Spanish 1
94S2	Spanish 2
94S3	Spanish 3
94S4	Native Speaker Spanish 1
94S5	Native Speaker Spanish 2
945A	AP Spanish 4
945B	AP Spanish 5
Chin	Chinese

#### Health Ed and Health Science

97H0	Health
9741	Fitness
9211	Anatomy
9730	Intro to Health Science Tech.
9734	Health Science Technology 1
9735	Medical Terminology

### Ag. Science and Technology Ed.

9492	Ag. Metal Fabrication
9494	Animal Science
9495	Equine Science
9497	Ag Mechanics
9501	Intro. Ag. Science and Tech.
9502	Applied Ag. Science and Tech.
9503	Intro to Horticultural Science
9504	Intro. to Ag. Mechanics
9509	Landscape Design
951A	Horticultural Plant Production

### Family and Consumer Science

9472	Management
9473	Consumer & Family Econ.
9474	Apparel
9475	Textile and Apparel Design
9476	Housing
9478	Interior Design
9480	Personal & Family Dev.
9481	Career Studies
9482	Family and Career Mgt.
9483	Individual & Family Life
9484	Family Health Needs
9485	Preparation for Parenting
9486	Child Development
9488	Nutrition and Food Science
9489	Food Science and Tech.
	Tech Ed., Industrial Ed. & Trade
9543	Tech. Systems, Communication Sys Construction Sys. & Manufacturing Sys.
9546	Computer Applications
9547	Architectural Graphics
9548	Engineering Graphics
9550	Electricity/Electronic Design
9556	Automotive Services Technology Applications
9617	Digital Graphics
961A	AP Computer Science I
961B	AP Computer Science 2
9657	Web Mastering

### Business Applications

9650	Accounting
9653	Business Law
9654	Business Management
9656	Telecommunications and Networking
9658	Business Communications
965A	Banking and Financial Systems
965B	Bus. Image Management & Multimedia
9666	Word Processing Applications

### Fine Arts

98A1	Art 1
98A3	Painting
98A5	Art History
98A6	Sculpture
98C0	Choir
98D2	Drawing
981A	Ceramics
982A	Music Theory
98TA	Theatre Arts I-II & Tech. Theatre
98TB	Theatre Arts III-IV
99B1	Band
99R1	Orchestra