

REVISED POLICY - VOL. 28, NO. 1ADOPTION OF CURRICULAR MATERIALS

For purposes of this policy, "curricular materials" means systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- A. books;
- B. hardware that will be consumed, accessed, or used by a single student during a semester or school year;
- C. computer software; and
- D. digital content.

Curricular materials used as part of the educational program of the ~~Corperation~~Career Center shall be approved by the Board, and the Board shall make approved curricular materials available for rental or purchase by each student enrolled in a public school located in the attendance area served by the Board if that school is in compliance with the minimum certification standards established by the State Board of Education.

~~For the first six (6) school years, the~~The annual rental rate for curricular materials shall not exceed twenty-five percent (25%) of the retail price of the curricular materials. ~~For each school year thereafter, the rental rate shall not exceed fifteen percent (15%).~~The Board may charge a student the cost of the student's use of disposable materials, software copyright licenses, and hardware to utilize software provided. If a software site license is not charged on a per student per school year basis, the Board shall approve a sum to be paid by each student that divides the cost of the license between all students expected to use the licensed software. If hardware such as a laptop computer or a tablet is required to access the curricular materials approved by the Board, the Board shall approve a sum to be paid by each student expected to use the hardware.

[OPTION - THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]

[X] If a student has paid rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable rental or use fee, the ~~Corperation~~Career Center shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00.

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If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, the ~~Corperation~~Career Center shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within \_\_\_ days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within \_\_\_ days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

[END OF OPTION]

[OPTIONAL - THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:

[X] The ~~Corporation~~Career Center may write-off any outstanding unpaid fees for rent or use of curricular materials of \$5.00 or less, if not paid by \_\_\_end\_\_\_\_\_ of the school year following the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred.

Unpaid fees for rent or use of curricular materials in excess of \$5.00 may, at the discretion of the school treasurer or his/her designee, be written off \_\_\_ years after the end of the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred. Fees in excess of \$5.00 may be written off at any time, if the principal, or his/her designee, determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

[END OF OPTION]

~~Library curricular materials and any hardware necessary to utilize and benefit from the curricular materials shall be loaned to a resident student at no charge in the manner required by I.C. 20-26-12-16 if the student's parent/guardian is unable to rent curricular materials. —~~The Board shall prescribe reasonable rules and regulations for the care, custody, and return of ~~library~~ curricular materials and hardware.

~~If a student transfers to another school corporation Career Center because the student moves from this School Corporation Career Center into the receiving corporation Career Center, that school corporation Career Center shall purchase curricular materials for the transferred student and the cost of curricular materials shall be included in the settlement for the school year between this School Corporation Career Center and the receiving school corporation Career Center in the manner prescribed in I.C. 20-26-12-17.~~

If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the ~~Corporation~~Career Center, the ~~Corporation~~Career Center shall, pursuant to I.C. 20-26-12-26, evaluate the student's curricular materials and offer to purchase the curricular materials at a reasonable price for resale to any family that moves into the ~~Corporation~~Career Center during the school term.

The curricular materials approved by the Board shall include a research based core reading program.

Supplementary materials required by a special education student's Individualized Education Program shall be provided without additional charge. The supplemental materials provided to students receiving special education services shall be in a format that allows the student to utilize the materials. When necessary for a special education student to benefit from curricular materials, the materials shall be provided in NIMAS (National Instructional Materials Accessibility Standard) format and shall be certified by NIMAC (National Instructional Materials Access Center), or the publisher of the materials may authorize the Board to reproduce the curricular materials in a format such as large type or audio that allows the special education student to benefit from the materials.

~~Upon a written determination of the Board that a textbook is no longer scheduled for use in the CorporationCareer Center, the Board may sell, exchange, transfer, or otherwise convey the textbook. The Board may not mutilate or otherwise destroy a textbook until one copy of each textbook is offered at no charge to the parent/guardian of each student who is enrolled in the CorporationCareer Center, and any remaining curricular materials are offered to any resident of the CorporationCareer Center who wishes to receive a copy of the textbook.~~

~~Any unused curricular materials not sold, exchanged, transferred, or otherwise conveyed shall be stored by the Board for at least three (3) months, provided however, that the remaining curricular materials may be sold or otherwise conveyed to another school corporationCareer Center at any time during the period of storage. A list of curricular materials in storage shall be provided to the Indiana Department of Education. This list shall include the name of the publisher and book, and the number of volumes of each textbook in storage. Curricular materials no longer scheduled for use in the CorporationCareer Center, and not otherwise disposed of according to I.C. 20-26-12 shall be declared as obsolete by the Board and may be mutilated, destroyed, or otherwise disposed of according to regulations established by public health authorities.~~

~~The Board may sell curricular materials to resident students. The sale price charged to the resident student by the Board shall be the price established in the contract between the publisher and the Board. The Board shall buy back curricular materials from a resident student who has purchased curricular materials. The price paid for curricular materials the Board buys back from a resident student shall be the purchase price reduced based upon damage from use.~~

The ~~Superintendent~~Executive Director shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. **Textbooks determined to be obsolete shall be disposed of in accordance with Board Policy 7310 - Disposition of Surplus Property and Superintendent/Executive Director's administrative guidelines. See AG 7310.**

~~[NOTE: This policy has been written following the broad principles of recent legislation. Clients need to stay in touch with the Indiana Department of Education staff and Indiana State Board staff for further guidance on this subject.]~~

I.C. 20-18-2-2.7 - Curricular materials defined

I.C. 20-20-5.5 - Curricular materials

I.C. 20-26-12 - Textbooks

511 IAC 6.2-3.1 - Research based core reading program requirement

511 IAC 9 - Textbook adoption

IDOE Memo dated 2/8/2012 - "Updates to Textbook Adoption Procedures"

IDOE "FAQs Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives"

IDOE Memo "Textbook and Computer Scenarios"

Indiana State Board of Accounts, *Public Schools Audit Manual*

Indiana State Board of Accounts, *School Administrator*