

Textbook Administration Handbook Rules and Regulations

EXECUTIVE SUMMARY

The *Textbook Administration Handbook Rules and Regulation* has three sections that deal with the textbook administration and adoption process based on Mississippi Code 37-43-1.

Part A provides guidelines for the administration and purchase of textbooks by local school districts. This section addresses the issuance of textbooks, local policies, fines and damages, inventory, clarification of the methods of disposal, rebinding of textbooks, and directions to follow in using the surplus book program that is now a part of the Textbook Inventory Management System (TIMS). Two revisions are indicated in Part A: (1) Reports to be submitted in TIMS no later than June 15 and (2) The form to suggest possible State Rating Committee members is due mid-June.

Part AA of the handbook provides guidelines for the administration of textbooks by accredited non-public schools. This section addresses the rebinding of textbooks, clarification of the methods of disposal, surplus book program that is a part of the TIMS, and complimentary materials given to local school districts by the publisher. Two revisions are indicated in Part AA: (1) Reports to be submitted in TIMS no later than June 15 and (2) The form to suggest possible State Rating Committee members is due mid-June.

Part B provides guidelines for the adoption of textbooks. The adoption calendar and the call for bids are both revised to reflect the subject areas being adopted. Specific revisions address the guidelines for the submission of bids, the treatment of official examination copies, the review of brochures, the requirement of in-service, the types of information that should be presented during presentations, the procedures on how to handle non-adopted materials during an adoption, and the procedures on how to address districts that choose not to participate in the adoption process.

Revisions of the handbook are designed to make the adoption process run smoothly and to provide support to the local school districts. Teachers are encouraged to review the textbook pupil edition in making their decisions regarding adoption.