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| Book         | Policy Manual  |
| Section      | Special Update - July 2023 for Board Approval                                  |
| Title        | Revised Policy - Special Update - July 2023 - ADOPTION OF CURRICULAR MATERIALS |
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| Status       |  |
| Adopted      | February 26, 2006  |
| Last Revised | November 15, 2016  |

### Revised Policy - Special Update - July 2023

#### 2510 - ADOPTION 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 shall 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 School Corporation shall be approved by the School Board, and the Board shall make approved curricular materials available ~~for rental or purchase by to~~ 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.

The curricular materials approved by the Board shall include a research-based core reading program for students in kindergarten through third grade.

The Superintendent shall implement administrative guidelines for the selection of curricular materials that ~~( ) shall~~ ( x ) may [end of options] include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. The Superintendent ~~( ) and the Advisory Committee~~ [end of option] ~~( ) shall~~ ( x ) may [end of options] consider using the list of curricular materials provided by the Indiana Department of Education under I.C. 20-20-5.5.

The Board ~~( ) shall~~ ( x ) may [end of options] retain curricular materials adopted under I.C. 20-26-12-24, if appropriate, and authorize the purchase of supplemental materials to ensure continued alignment with academic standards adopted by the State Board of Education.

The Board shall not purchase curricular materials from a publisher unless the publisher agrees, in accordance with Sections 612(a)(23)(A) and 674(e)(4) of the Individuals with Disabilities Education Improvement Act 2004 (20 U.S.C. 1400 et seq.), to provide curricular materials in NIMAS format and obtain NIMAS certification or grant a license to the Corporation to allow for the reproduction of adopted curricular materials in: 1) large type; 2) Braille; and 3) audio format.

Textbooks determined to be obsolete shall be disposed of in accordance with Policy 7310 - Disposition of Surplus Property and the Superintendent's administrative guidelines. See AG 7310 - Disposition of Surplus Property.

~~The annual rental rate for curricular materials shall not exceed twenty five percent (25%) of the retail price of the curricular materials. 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]**

☐ 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 Corporation 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 \_\_\_\_\_ (e.g., one-fourth (1/4) or 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 \$ \_\_\_\_\_. **[Recommended amount is \$5.00.]**

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 \$ \_\_\_\_\_ **[Recommended amount is \$5.00]**, the Corporation 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]:**

☐ The Corporation may write off any outstanding unpaid fees for rent or use of curricular materials of \$ \_\_\_\_\_ **[Recommended amount is \$5.00]** or less, if not paid by \_\_\_\_\_ 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 \$ \_\_\_\_\_ **[Recommended amount is \$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 \$ \_\_\_\_\_ **[Recommended amount is \$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]Fees**

The Board shall make approved curricular materials available to each student of the Corporation without cost. Curricular materials provided to a student shall remain the property of the Corporation.

The Board shall prescribe reasonable rules and regulations for the care, custody, and return of curricular materials and hardware. The Corporation may assess and collect a reasonable fee for lost or significantly damaged curricular materials. The Superintendent shall develop and implement reasonable rules and regulations for the care, custody, and return of curricular materials and hardware and the assessment of a reasonable fee for lost or significantly damaged curricular materials.

**[Drafting Note: This section should mirror the options chosen in Policy 6152 - Student Fees and Charges.]**

☒ If the Corporation determines that a hardship exists due to the inability of a student's family, adult student, or an emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family, adult student, or the emancipated minor and the demands on the family, adult student, or emancipated minor, the Corporation shall waive the fee.

**[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]:**

The Corporation may write-off any outstanding unpaid fees for lost or significantly damaged curricular materials of \$ ~~\_\_\_\_\_~~ **[Recommended amount is \$5.00]** or less, if not paid by \_\_\_\_\_ the end \_\_\_\_\_ of the school year following the school year or activity season in which the debt was incurred.

Unpaid fees for lost or significantly damaged curricular materials in excess of \$ ~~\_\_\_\_\_~~ **[Recommended amount is \$5.00]** may, at the discretion of the school treasurer or designee, be written off one \_\_\_\_\_ ( 1 ) years after the end of the school year or activity season in which the debt was incurred. Fees in excess of \$ ~~\_\_\_\_\_~~ **[Recommended amount is \$5.00]** may be written off at any time, if the Principal or 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]**

~~If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Corporation, the Corporation 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 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.

~~The Superintendent 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 Policy 7310 Disposition of Surplus Property and Superintendent's administrative guidelines. See AG 7310 Disposition of Surplus Property. Guidelines for the collection of delinquent textbook rental fees are included in AG 2510B - Collection of Textbook Rental Fees for Lost or Significantly Damaged Curricular Materials.~~ Additionally, please refer to Policy 6152 - Student Fees and Charges.

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

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

**I.C. 20-26-5-4(12)**

~~I.C. 20-26-12 Textbooks~~

**I.C. 20-33-5-3**

**I.C. 20-41-2-5(b)**

**I.C. 20-42-3-10**

~~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

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I.C. 20-18-2-2.7

I.C. 20-20-5.5

I.C. 20-26-5-4(12)

I.C. 20-26-12

I.C. 20-33-5-3

I.C. 20-41-2-5(b)

I.C. 20-42-3-10

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

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Cross References

ag2510B - COLLECTION OF CURRICULAR RENTAL FEES  
ag7310 - DISPOSAL OF CORPORATION PROPERTY  
po6152 - STUDENT FEES AND CHARGES  
po7310 - DISPOSITION OF SURPLUS PROPERTY