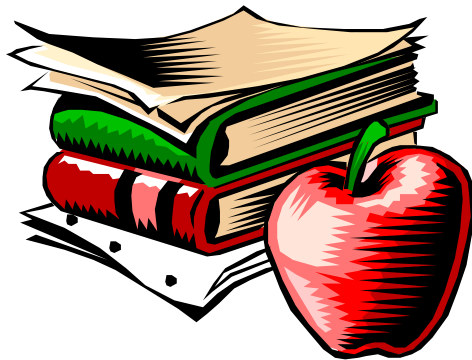


U.I.S.D.
TEXTBOOK
POLICY
&
PROCEDURES
MANUAL



Revised 11/08

U.I.S.D. TEXTBOOK STAFF

Mr. Roberto J. Santos
Superintendent

Mr. Mike Garza
Executive Director for Support Services

Mr. Juan Chavez
Supervisor for Support Services

Ms. Daisy Almanza
Textbook Officer

Mr. Francisco Hernandez III
Supervisor

Ms. Claudia Longoria
Textbook Assistant

Mr. Patrick Allred
Textbook Assistant

Phone number 956-473-7976

Fax Number 956-473-7982

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Textbook Management

The Management of Textbooks for the United Independent School District is the responsibility of the, Executive Director of Support Services, who oversees textbooks operations. Warehouse functions for textbooks include textbook ordering, inventory and textbook distribution. Campus administrators are required to track books in accordance with state and district procedures and are responsible for payment in cases of loss. The District Textbook Coordinator is the primary employee responsible for the operations of textbooks. He is responsible for all inventory tracking, purchasing, and for monitoring of district needs. A district audit of textbooks will be done once a year in accordance with state law and is part of a yearly cycle used to keep the district quotas at their peak. All textbook deadlines, procedures, and processing are based on the district and textbook calendars.

Mission, Goals and Objectives

Mission:

The mission of the Textbook Department is to provide each student and teacher with the necessary state-adopted textbooks so that each student can learn and each teacher can use to teach.

Goals:

- A. Conduct district Textbook Department inventory.
- B. Conduct campus textbook department inventories.
- C. Implement accountability procedures.
- D. Return any overage textbooks within the state-established deadlines.
- E. Provide regular textbook management and accountability training to administrator designees and campus textbook clerks.

Objectives:

- A. Verify enrollment in a timely manner in accordance with MIS Department.
- B. Submit textbook requisitions within state deadlines.
- C. Adhere to textbook adoption timelines.
- D. Implement automation of district inventory.
- E. Provide regular training on textbook operations procedures.

Textbook Responsibilities

A. Pupil, Parent or Guardian Responsibilities

1. Keep textbooks covered at all times. (TEC (Texas Education Code) 31.104 (c)). See Exhibit A
2. Return textbooks to the school when the pupil withdraws for school. (TEC 31. 104 (c)). See Exhibit A
3. Write the student's name inside the front cover of the textbook in ink.
4. Keep the textbook in good condition. Any misuse of the textbooks due to carelessness or neglect may be considered cause to charge the student a fine for that textbook.
5. Reimburse the school for any lost, destroyed, or damaged textbooks issued to that student. (TEC 31. 104 (d)). See Exhibit A

B. Teacher's Responsibilities

1. Keep a record of the book number of all books issued to each pupil.
2. Ensure book covers are available and textbooks are kept covered at all times.
3. Conduct periodic textbook checks (1 per 6 weeks suggested) as directed by the Assistant Principal.
4. Notify the parent when a textbook is lost, destroyed, or damaged by a student.
5. Verify the textbook number and condition of the textbooks when they are returned by the student.
7. Return all books to the book room at the end of the school year or end of the course (including student books checked out to the teacher).

**C. Principal's/Designee's Responsibilities
(Campus Textbook Coordinator)**

1. Conduct an annual physical inventory of all textbooks and teacher editions.
2. Maintain all textbook records and a statement of current charges.
3. Keep all surplus textbooks in a controlled access book room.
4. Ensure that all money collected from students for sales (lost and destroyed textbooks) is deposited into your schools textbook activity fund.
5. Order needed textbooks and teacher materials from the textbook department based on grade/course enrolment figures.
6. Return all surplus textbooks to the central district textbook warehouse, throughout the school year.
7. Require that accounting procedures of money collected for lost, destroyed, or damaged textbooks is followed.
8. All textbooks are required to be covered as by (TEC. 31.104 (c)). See Exhibit

A

9. Schedule textbook check periodically.
10. Verify all textbook transactions and report discrepancies to the District Textbook Department.
11. Return all textbooks to the campus book room(s) at the end of the school year or the end of the first semester for classes that do not continue.
12. All textbooks at the Middle and High School campuses must be labeled with bar codes using the Textbook Inventory Software.

D. District Textbook Coordinator Responsibilities

1. Control textbook activity within the school district.
2. Coordinate all textbook activity with the State of Texas Administration.
3. Account for all textbooks charged to the District.

4. Conduct an annual physical inventory of all current adoption textbooks and learning systems which have been requisitioned and delivered to the district. The results of the inventory shall be recorded in the district's files and be available for review by the Texas Central Education Agency. Textbook losses are reported to the state and lost books are paid for by the district after collecting the funds from the campuses.
5. Requisition textbooks by completing the necessary textbook forms.
6. Accept all textbook shipments for the district, including official textbook samples or prospectus, and report all shipment errors and discrepancies.
7. Be responsible for all shipments of textbooks from the district.
8. Retrieve all Out-of-Adoptions from the campuses and recycle accordingly.
9. Serve as a facilitator on the District Textbook Adoption Committee.
10. Order adopted textbooks and ancillaries.

E. Superintendent Responsibilities

1. Report district-wide maximum membership to the Commissioner of Education (TEC 31.103 (a) (b)). See Exhibit B
2. Chair or designate a chairperson for the Textbook Adoption committee and recommend committee members.
3. Sign textbook administration forms and act as interim Textbook Coordinator in emergency cases.
4. Route all textbook problems and questions to the Textbook Coordinator for clarification with State Textbook Administration.

F. Local Board of Trustees Responsibilities

1. Serve as legal custodians of state textbooks and have the power to make such arrangements for the distribution of books to the pupils as may seem most effective and economical.
2. Share jurisdiction in textbook selection.
 - a. Approve the recommendations of the Superintendent for appointment of the local textbook adoption committee.

- b. All textbooks recommended for selection by the committee must be ratified by the Board of Trustees. (TEC 31.101 (a) (1)).
3. The President and the Secretary of the Board must sign the Local Board of Trustees Certificate to certify the selection of newly adopted textbooks.

District Textbook Administration

A. Local Campus Transfer of Textbooks

Textbooks must NEVER be transferred between schools. All surplus textbooks must be transferred back to the textbook warehouse. If a school needs books, they must process a requisition through the Textbook clerk, and the clerk will transfer those books to the school. The only methods of removing book charges from a school's inventory are to send the books to the Textbook Coordinator with a Textbook Return form or by submitting payment for lost books. Please call the textbook department for instructions when returning books.

B. District Control of Textbook Funds

1. Each school should have a receipt book dedicated to textbook sales. Students must always be issued a receipt of any books they pay for. This receipt should include the student's ID number, in case a book is found and a refund is issued.
2. When conducting the annual textbook inventory, the school assistant principal should indicate on his/her inventory the books that are missing and amount paid.
3. All funds collected for textbooks should be deposited in the School's Textbook Activity fund. The District Textbook Clerk will send a statement of charges for losses. Checks are to be sent to the District Accounting Manager at the Business/Finance Department.

C. Catastrophic Loss

Textbooks that are lost or damaged due to a catastrophic event, such as a house fire, flood, textbooks which were vomited on, mildew will be considered for replacement by TEA. If something like this happens on your campus, please

report the loss in a memo to the Textbook Officer at the Support Services Department giving dates and details.

D. Textbook Adoption

1. Organize public Textbook Hearing for New Adoptions.
2. Receive samples at district warehouse and distribute samples to campuses.
3. Be Present at Textbook Committee meetings and Publisher Presentations.
4. Assist in the presentation of newly adopted textbooks to the Board of Trustees.
5. Send Local Board of Trustees Certificate.
6. Order newly adopted textbooks and ancillaries.
7. Distribute newly adopted textbooks.
8. Assist in labelling textbooks at the secondary level.

E. Ordering Textbooks

1. Gathering enrollment and course subject enrollment for the purpose of ordering textbooks.
2. Submit projected enrollment to TEA.
3. Order supplemental order as enrollment increases.
4. Order workbooks from TEA and Publishers.
5. Receive textbooks and workbooks and distribute to different campuses base on their projected enrollment. At the secondary level distribution is base on full course enrollment or Class Sets.

F. Ordering Workbooks

1. Contact different Publishers to request order forms.
2. Collect enrollment information

3. Distribute workbook order forms to the instructional department for the selection of materials.
4. Consolidate information and place orders.
5. Please orders to TEA.
6. Please orders from different publishers.
7. Distribute workbooks based on worksheet breakdown.

G. Large Type and Braille Textbooks

1. Receive ARD from Special Coordinators for ordering textbooks from TEA.
2. Receive orders for Large Type workbooks
3. Inventory Large Type and Braille textbook at the end of the school year.
4. Invoice the campus for any Large Type of Braille textbook lost
5. Pick up and redistribute Large Type and Braille Textbooks based on the orders submitted.

H. Out of Adoption Textbooks

1. Organize the collection of out of adoption from campuses
2. Dispose of out of adoption as per State procedures.

I. Surplus Inventory

1. Surplus Inventory is defined as textbooks in which their quantities are over than the actual enrollment/course subject enrollment.
2. Collect information from MIS and campuses and identify those subjects that need to be submitted to TEA.
3. Submit subjects using TEA EMat System.
4. Receive and process surplus orders.
5. Ship orders to different districts in Texas.

J. Software and Textbook Management Training

Upon request the Textbook department staff while conduct software and textbook management training to incoming and current administration.

K. Organize End of the Year Workshop

At the end of each school year, staff conducts end of the year workshop to discuss end of the year closing training, inventory procedures, incoming issues for next school year and other items base on pending issues.

Campus Textbook Administration

A. Financial Accountability

1. Each student or the student's parent's or guardian is responsible for each textbook not returned by the student, regardless of whether the textbook is lost, damaged or stolen. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent or guardian. The District shall allow the student to use textbooks, at the school, each school day but may not allow the students to take textbooks out of the classroom until each textbook previously issued but not returned is paid for by the student, parent or guardian. **If a textbook is not returned or paid for, the District may withhold the student's academic records for out-of-district request only.**
2. Teachers are expected to pay for lost textbooks requested by the teacher and as well as all teachers' editions.
3. Schools are expected to clear textbook accounts at the end of each school year.
4. A school that does not have sufficient funds to cover for lost textbooks and does not pay by the end of the fiscal year will have its money withdrawn from their budget.

B. Refunds

1. If a textbook is found after it was paid for, a refund will be issued. Refunds are only available until the end of June.

C. Non-payment Textbooks

1. The parent and the student are notified and given a list and prices for the textbooks in question.
2. The student is expected to pay or make regular payments until debt is cleared.
3. If there is any question as to the validity of the debt, the principal will consider the facts and make a determination.
4. A student who owes for lost textbooks will have access to textbooks at the campus for classroom use only.

D. Ordering Textbooks

Two factors determine how many textbooks a campus is entitled to: the number of students enrolled in a grade and/or subject (enrollment) and the difference in number of textbooks from the same multiple list already assigned to a campus based on the information provided by the Textbook Inventory Software.

1. Enrollment

Enrollment is defined as the number of students enrolled in a grade and/or subject. Grades K-5 report number of students enrolled in a grade. Grades 6-12 report students enrolled in a subject. The enrollment data is used to determine how many textbooks the district or campus is eligible for.

2. Teacher Count

The teacher count is the total number of teachers who teach a subject in the classroom.

E. Annual Order

Textbooks are ordered based on projected enrollment. If the enrollment increases in a grade or class, you may be entitled to order more textbooks. Textbooks are normally ordered mid-March for the next school year. In elementary schools, it is necessary to re-order consumable books. A supplemental requisition is submitted in June to account for increased enrollment. In secondary schools, we require a mid-summer update, which includes an updated membership form and supplemental request for textbooks, if needed. Membership must be updated before preparing a

supplemental order or the computer may show you are ineligible to order more textbooks.

When a school pays for books at the end of the school year and that payment is reflected on their inventory, they will not automatically have those books replaced. It is necessary to include those books on your Supplemental Textbook Request. If a component of a set of 3 or more items is lost, we will not replace a component of the set. You must pay for the entire set to have a new set ordered from the state. Individual components must be ordered by the school from the publisher. We recommend that you collect cost plus 10 percent for each component to help cover shipping and handling costs. Please contact the Textbook Department for addresses and telephone numbers of the Publishers

For secondary schools only, the textbook coordinator may ask for an updated enrollment report. Please furnish this, whether or not you need additional books. This may increase our district enrollment and make us eligible for additional books.

F. Special Population

Students with visual handicap are determined eligible for special textbooks by a local ARD committee. These students must be verified by the annual registration through the division of Special Education of the Texas Education Agency each January. These students may receive modified textbooks which include textbooks in Braille and Large Type. Students with dyslexia may be classified under the non-label 504 or special education. They may be eligible for some modifications. To order special materials, it is required that there be a written modification in their IEP or equivalent. TEA does not provide large type textbooks for Kinder, First and Second grade levels due to the font size. Textbooks on audiotape are available by a provider at your own cost.

1. Special Education

Special Education students who are performing off grade level may receive textbooks at the performance level. Eligible students must be included in the enrollment of the grade level at which they are performing. (i.e.: A high school student performing at a 5th grade level should also be reported as a 5th grader in the enrollment report.) Some sample teacher materials are available for use by content mastery teachers.

2. Highlighting

The highlighting of textbooks for special education students is allowed if the student's individualized education plan (IEP) calls for such modification. Highlighted textbooks, however, can never be returned to the state textbook depository in an interim shipment. They remain charged to the district's inventory for the remainder of the contract period and may not be reported as worn out. They should be reported to the District Textbook Coordinator.

G. Bilingual Enrollment

Students identified as bilingual and enrolled in bilingual classes are entitled to bilingual textbooks. Bilingual textbooks are defined as textbooks written in Spanish for pupils who are not proficient in English. Bilingual students are eligible for the Spanish book as well as the adopted English textbook for each subject. Therefore, when counting enrollment for bilingual students, count them once for bilingual enrollment and then once again for total enrollment. This insures that they are eligible for textbooks in both English and Spanish.

H. Out of Adoption

1. Disposition of Textbooks
 - (a) The commissioner, with the approval of the State Board of Education, may provide for the disposition of:
 - (b) textbooks, other than electronic textbooks, that are no longer in acceptable condition to be used for instructional purposes; or
 - (c) discontinued textbooks, other than electronic textbooks.
 - (d) The commissioner, as provided by rules adopted by the State Board of Education, shall make available on request copies of discontinued textbooks, other than electronic textbooks, for use in libraries maintained in municipal and county jails and facilities of the institutional division of the Texas Department of Criminal Justice and other state agencies.
 - (e) The State Board of Education shall adopt rules under which a school district or open-enrollment charter school may donate discontinued textbooks, other than electronic textbooks, to a student, to an adult education program, or to a nonprofit organization.
2. Out-of-Adoption Instructional Materials

- (a) School districts or open-enrollment charter schools may retain out-of-adoption instructional materials.
- (b) Each school district or open-enrollment charter school shall make out-of-adoption instructional materials (other than electronic instructional materials) available to libraries maintained by city and county jails, institutions within the Texas Department of Criminal Justice, and other state agency institutions.

School officials may donate out-of-adoption instructional materials (other than electronic instructional materials) to students, adult education programs, and nonprofit organizations. Individuals and officials making requests for out-of-adoption instructional materials shall be responsible for transporting the materials.

3. Donation of out-of-adoption textbooks.

- a. You may donate the books to students, parents. Please forward a list of donated textbooks to the Textbook Department office
- b. If you cannot dispose of the materials in the ways mentioned above, you may return the books to be recycled.
- c. The Texas Depository Managers Association is responsible for retrieving all unwanted out-of-adoption materials. They will send information to the districts and charter schools in the spring.
- d. Returning the wrong out-of-adoption textbooks.
Please make sure to contact our office to make sure that the right textbook is being disposed off.
- e. Under no circumstances shall a school district or open-enrollment charter school sell out-of-adoption instructional materials.

I. Securing Textbooks

- 1. Keep your books in a secure, locked book room.
- 2. Require written requisition from teachers for books--it will help you tremendously in keeping up with your inventory.
Have teachers sign off when they return books.

J. Consumable Textbooks

Consumable textbooks are designed to be completely used and written on throughout the year. Consumables Textbooks will be issued based on the projected enrollment. Consumable textbooks are not to be sent with student records when a

student transfers out of the district. Elementary consumables are only distributed once a year based on enrollment.

K. Consumable Workbooks

Consumable textbooks are designed to be completely used and written in throughout the year. Consumable textbooks are not to be sent with student records when a student transfers out of the district. Consumables will be issued based on the number of textbooks assigned at your campus. Elementary consumables are only distributed once a year; based on enrolment. Consumables for Algebra I, Algebra II, and Geometry will be distrusted twice a year as available. **If a student leaves the school, the administrator in charge of textbooks must make sure to collect and reissue that student's consumable as needed.**

L. Damaged/Lost Textbooks

Each School must have a plan for the collection of funds owed. It is recommended that;

- 1) All damage textbooks must be paid for.
- 2) The guardians receive a letter notifying them that a textbook(s) have been lost.
- 3) Guardians must be given the option to pay for the textbook in one payment or installments during the school year but must pay the entire amount before the due date.
- 4) Students who owe for textbooks will not be issued textbooks unless their parents/guardians have made arrangement to pay.
- 5) Students who do not have an arrangement will have access to textbooks in the classroom through a teacher.
- 6) All funds collected should be deposited into the textbook activity account.

M. Teacher's Editions and Teacher's Aids

All Teachers leaving United ISD or transferring or changing their teaching assignment or grade level should return their Teacher's Editions and Teacher's Aids.

N. Book Covers

Book covers are available through an advertising company. They will automatically be sent to you. As per state law, TEC 31.104 (c), textbooks are to be covered.

O. Audit Protocol

An annual physical inventory of all currently adopted instructional materials that have been charged to, requisitioned by, and delivered to each campus will be conducted between May and June of each particular year. The results of the inventory shall be recorded in the district's files.

The audit and related textbook operations will be an extraordinary task that will require absolute cooperation, commitment, coordination, and communication. We will do everything feasible to make this audit as simple as possible.

The audit procedures are as follows:

1. Prior to the textbook inventory each school administrator or designee shall make sure that all textbooks are returned to the bookroom or assigned area.
2. Prior to the textbook audit, the administrator in charge of textbooks or designee shall make sure that all textbooks are arranged by grade levels.
3. Prior to the textbook inventory each school administrator or designee shall make sure that all textbooks are stacked five textbooks spine in and five textbooks spine out. Leftover textbooks in stacks less than five should be stack in front. If the textbooks must be stacked two or three deep on the shelves, the number must be uniform in each stack
4. Prior to the textbook inventory, each school administrator or designee shall have an accurate count of textbooks. Staff will audit this number, therefore revealing any overages or shortages.
5. The administration or designee shall be present during the inventory process.
6. At the conclusion of the inventory, the school administrator or designee shall certify the accuracy of the campus inventory by signing and dating the inventory report. A copy of the audit figures will be left with the campus administration or designee.
7. An audit report will be forwarded reflecting any shortages and the total amount due. The district textbook administrator shall prepare a district-wide audit report and submit it to the superintendent.

8. The accounting department will make arrangements to collect any funds due for lost textbooks.

Textbook Software Usage and Responsibilities

A. Principal's/Assistant Principal Responsibilities (Campus Textbook Coordinator)

1. Use the Textbook Inventory Software to keep control of textbook inventory at campus.
2. Use the Textbook Inventory Software to order textbooks from the District Textbook Warehouse.
3. Use the Textbook Inventory Software to return surplus textbooks to the District Textbook Warehouse.
4. Use the Textbook Inventory Software to issue books to students and teachers.
5. Use the Textbook Inventory Software to collect textbooks from students and teachers into the campus bookroom.
6. Use the Textbook Inventory Software to identify lost textbooks by students and teachers.
7. At the end of every school year, perform steps on the Textbook Inventory Software to close out the year and archive.

B. District Textbook Coordinator's Responsibilities

1. Use the Textbook Inventory Software to keep and control the District's textbook inventory.
2. Use the Textbook Inventory Software to run inventory reports to inventory District Textbook Warehouse and Campuses.

3. Use the Textbook Inventory Software to input shipments of textbooks add new textbooks, remove out-of-adoption textbooks.
4. Use the Textbook Inventory Software to distribute textbooks and collect textbooks from campuses.
5. Use the Textbook Inventory Software to create bar code labels for textbooks.
6. At the end of every school year, perform steps on the Textbook Inventory Software to close out the year and archive.

Exhibit A

EDUCATION CODE

CHAPTER 31. TEXTBOOKS

SUBCHAPTER A. GENERAL PROVISIONS

§ 31.104. DISTRIBUTION AND HANDLING.

(c) Each textbook must state that the textbook is the property of or is licensed to this state, as appropriate. Each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school.

(d) Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. As provided by policy of the board of trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the district or school may withhold the student's records. A district or school may not, under this subsection, prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma.

Exhibit B

EDUCATION CODE

CHAPTER 31. TEXTBOOKS

SUBCHAPTER A. GENERAL PROVISIONS

§ 31.103. TEXTBOOK REQUISITIONS.

(a) Not later than the seventh day after the first school day in April, each principal shall report the maximum attendance for the school to the superintendent. Not later than April 25, the superintendent of a school district or the chief operating officer of an open-enrollment charter school shall report the district's or school's maximum attendance to the commissioner.

(b) A requisition for textbooks for the following school year shall be based on the maximum attendance reports under Subsection (a), plus an additional 10 percent, except as otherwise provided. A school district or open-enrollment charter school shall make a requisition for a textbook on the conforming or nonconforming list through the commissioner to the state depository designated by the publisher or as provided by State Board of Education rule, as applicable, not later than June 1 of each year. The designated state depository or, if the publisher or manufacturer does not have a designated textbook depository in this state under Section 31.151(a)(6)(B), the publisher or manufacturer shall fill a requisition approved by the agency at any other time in the case of an emergency. As made necessary by available funds, the commissioner shall reduce the additional percentage of attendance for which a district or school may requisition textbooks. The commissioner may, on application of a district or school that is experiencing high enrollment growth, increase the additional percentage of attendance for which the district or school may requisition textbooks.

Exhibit C

EDUCATION CODE

CHAPTER 31. TEXTBOOKS

SUBCHAPTER A. GENERAL PROVISIONS

§ 31.101. SELECTION AND PURCHASE OF TEXTBOOKS BY SCHOOL DISTRICTS.

(a) Each year, during a period established by the State Board of Education, the board of trustees of each school district and the governing body of each open-enrollment charter school shall:

(1) for a subject in the foundation curriculum, notify the State Board of Education of the textbooks selected by the board of trustees or governing body for the following school year from among the textbooks on the appropriate conforming or nonconforming list