

Sec. 2.7.1. DEFINITIONS

“Instructional materials” means content that conveys the essential knowledge and skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. The term includes a book, supplementary materials, a combination of a book, workbook and supplementary materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, on-line services, or an electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resource instructional material, as defined by Education Code 31.1002(1).

“Open education resource instructional material” means teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that allows for free use, reuse, modification, and sharing with others, including full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge. *Education Code 31.002(1-a)*.

“Technological equipment” is hardware, a device, or equipment necessary for instructional use in the classroom, including to gain access to or enhance the use of electronic instructional materials; or professional use by a classroom teacher. *Education Code 31.002(4)*.

Sec. 2.7.2. LOCAL SELECTION

Life School shall establish a team, as needed, to select instructional materials and technological equipment to be purchased with Life School’s instructional materials allotment. The team shall make selections based upon Life School’s instructional needs and in accordance with administrative regulations.

The instructional materials allotment team shall ensure that selected materials, in combination with any other materials in use by Life School, allow Life School to certify that all students are provided with instructional materials that cover the essential knowledge and skills, as required by law.

The Board shall select instructional materials in an open meeting as required by the Texas Open Meetings Act, including public notice. *19 TAC 66.104(a)*.

Sec. 2.7.2.1. Notice to SBOE

Each year, during a period established by the SBOE, the Board shall notify the SBOE of instructional materials selected in accordance with Education Code 31.101. *Education Code 31.101(a)*.

Sec. 2.7.2.1.1. Foundation Curriculum

For subjects in the foundation curriculum, the Board shall notify the SBOE of the instructional materials it selects from the instructional materials list, including the Commissioner’s instructional materials list. *Education Code 31.101(a)(1)*.

Sec. 2.7.2.1.2. Enrichment Textbooks

For a subject in the enrichment curriculum, the Board shall notify the SBOE of instructional material it selects from the instructional materials list, including the Commissioner’s instructional materials list, or that it selected materials that do not appear on the list. *Education Code 31.101(a)(2)*.

Sec. 2.7.2.1.3. Open Education Resource Instructional Materials

In selecting material each year, Life School may consider the use of open education resource instructional materials. *Education Code 31.101(b)*.

Life School may adopt state-developed open education resource instructional material at any time, regardless of the instructional material review and adoption cycle. *Education Code 37.073(c)*.

Sec. 2.7.2.2. Supplemental Materials

The Board may select supplemental instructional materials adopted by the SBOE, as set forth at Education Code 31.035. If the Board selects supplemental instructional materials, Life School shall certify to TEA that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by Life School, cover the essential knowledge and skills for the course. *Education Code 31.035(d), (f)*.

Sec. 2.7.2.3. Special Education

Adopted instructional materials shall be supplied to a student in special education classes as appropriate to the level of the student’s ability and without regard to the grade for which the instructional material is adopted or the grade in which the student is enrolled. *19 TAC 66.104(c)*.

Sec. 2.7.2.4. Duration of Selection

Sec. 2.7.2.4.1. Listed Materials

If Life School selects subscription-based instructional material on the SBOE instructional materials list or electronic instructional material on the Commissioner’s instructional materials list, Life School may cancel the subscription and subscribe to new instructional materials on the SBOE

list or electronic instructional material on the Commissioner’s list before the end of the state contract period if:

1. Life School has used the instructional material for at least one school year; and
2. TEA approves the change based on a written request to TEA by Life School that specifies the reasons for changing the electronic textbook or instructional material used by Life School.

Education Code 31.101(e).

Sec. 2.7.2.4.2. Other Materials

For instructional material that is not on the instructional materials list, Life School must use the instructional material for the period of the review and adoption cycle the SBOE has established for the subject and grade level for which the instruction material is used. *Education Code 31.101(d).*

Sec. 2.7.3. OWNERSHIP AND DISTRIBUTION OF INSTRUCTIONAL MATERIALS

Each instructional material purchased by Life School is the property of Life School. Electronic instructional material purchased by Life School is the property of Life School only to the extent of any applicable licensing agreement. The Board shall distribute printed instructional material to students in a manner that the Board determines is the most effective and economical. *Education Code 31.102.*

Sec. 2.7.4. CRIMINAL OFFENSE

A Board member, administrator, or teacher commits an offense if the person receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the person is associated.

A Board member, administrator, or teacher commits an offense if the person accepts a gift, favor, or service that:

1. Is given to the person or the person’s school;
2. Might reasonably tend to influence the person in the selection of instructional material or technological equipment; and
3. Could not be lawfully purchased with funds from the state textbook fund.

“Gift, favor, or service” does not include:

1. Staff development, in-service, or teacher training; or

2. Ancillary materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

Education Code 31.152.

Sec. 2.7.5. REQUESTS FOR SUPPLIES

Employees should initiate requests for instructional supplies through the Principal.

Sec. 2.7.6. EMPLOYEE TRAINING

The Board shall require the employee responsible for ordering instructional materials to complete TEA-developed training in the use of the Instructional Materials Allotment and the use of the instructional materials ordering system. Training shall be completed in accordance with 19 TAC 66.107(d).

Sec. 2.7.7. PARENT ACCESS TO TEACHING MATERIALS

A student's parent is entitled to request that Life School allow the student to take home any instructional materials used by the student. Life School shall honor the request, subject to availability of the instructional materials.

A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher.

Life School must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. However, Life School is not required to purchase printed copies of instructional materials that it otherwise would not purchase. Life School may instead provide the student a printout of the relevant electronic instructional materials.

Education Code 26.006(c)-(d).