

TEXTBOOK SELECTION, ADOPTION AND DISPOSAL

MSD of Wayne Township will abide by all state laws and regulations, and local and state health regulations, regarding the adoption, purchase, rental, and disposal of textbooks.

Pursuant to Indiana law governing textbook selection, the Textbook Adoption Committee will review and recommend textbooks to the Superintendent for approval by the School Board. The Textbook Adoption Committee shall conduct itself pursuant to state statutes and regulations. The Committee will conduct public hearings required by Indiana law where public comment will be received. The Committee will make recommendations to the Superintendent, who in turn will provide recommendations to the Board. The Board will strongly consider the recommendations of the Committee and Superintendent.

The School Board, upon determination that a certain textbook will no longer be used in the District, may attempt to sell, exchange, transfer, donate, or otherwise suitably dispose of the textbooks. Prior to mutilating or destroying the textbooks, the following provisions must be followed:

1. Any parent of a child who is enrolled in the District and who wishes to receive a copy of the textbook will receive one (1) copy of the textbook at no cost to the parent upon request, subject to the availability of the textbook. If any textbooks are available after distribution to all parents requesting such textbooks, any resident of the District who wishes to receive a copy of the textbook will receive one (1) copy of the textbook at no cost to the resident.
2. The textbooks are to be stored for at least three (3) months before destruction, or as required by [applicable retention schedules](#). Storage area shall be provided by each elementary and secondary school in the District and will abide by local and state health regulations. Textbooks that have been stored for the required period and have not been requested may be mutilated, destroyed, or otherwise disposed of by the District.
3. A list of all textbooks in storage shall be created and maintained by Superintendent or his or her designee. The list will contain the title of the textbook, the publisher of the textbook, the number of volumes being stored, and the location where they are being stored. This list will be mailed to the Indiana State Department of Education upon request.
4. The textbooks shall be maintained and stored in accordance with the state and local health regulations.

The Superintendent or his/her designee is authorized to promulgate administrative guidelines to implement this Policy and will have the responsibility of overseeing that the provisions of policy have been met.

I.C. 20-26-12 et. seq.

511 I.A.C. 9 et. seq.

MSD of Wayne Township, Marion County, Indiana

Adopted: Original Policy

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