

School Textbook Coordinator

Date of Observation

Grade Levels

School Name

District Name

Number of Students

TIMS Update

Website Address

Type of Audit

- Unofficial Audit   
  MDE Scheduled Audit   
  Legislative Audit   
  Non-Public/Special   
  Public

**This Rubric is a monitoring document for the following**  
 NON-PUBLIC ACCOUNTABILITY STANDARDS 16, 16.1, and 16.2.  
 PUBLIC ACCOUNTABILITY STANDARDS 19, 19.1, and 19.2.

**Instructions:** Place a check in the box beside each indicator that you find present in terms of instructional materials. Refer to the current *Mississippi Textbook Administration Handbook Rules and Regulations* for more complete information about the expectations for meeting the standards.

## INSTRUCTIONAL PRACTICES

The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {Miss. Code Ann. § 37-43-1, 37-43-24, 37-43-31(2), 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)} (7 Miss. Admin. Code Pt. 3, Ch. 79. R. 79.1, R. 79.2) (Refer to the current edition of *Mississippi Textbook Administration Handbook Rules and Regulations*).

Each school district provides student in each school with access to current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook. {Miss. Code Ann. § 37-43-1, 37-9-14(2)(b), and 37-301(ff)})

Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {Miss. Code Ann. § 37-43-51} (Refer to the current edition of the *Mississippi Textbook Administration Handbook Rules and Regulations*).

## STANDARD 16 | 19: COMPLIANCE

### Requirements

- The school district provides each student with current or otherwise appropriate textbooks/instructional materials, including instructional technology.

<i>Textbook Handbook</i>	<i>Evidence</i>	<i>Notes</i>
<input type="checkbox"/> Section	<input type="checkbox"/> Observations <input type="checkbox"/> Interviews <input type="checkbox"/> Storage Room	

## STANDARD 16.1 | 19.1: ACCESS

### Requirements

- The school district provides each student with textbooks/instructional materials that are in good conditions.
- Each student has a copy of each required textbook or other required instructional materials for the course?

<i>Textbook Handbook</i>	<i>Evidence</i>	<i>Notes</i>
<input type="checkbox"/> Section	<input type="checkbox"/> Systematic Plan	
<input type="checkbox"/> Section	<input type="checkbox"/> Student Enrollment <input type="checkbox"/> Interviews	

## STANDARD 16.2 | 19.2: INVENTORY SYSTEM

### Requirements

- The school district meets the minimum requirements for Textbook Inventory Management System.

<i>Textbook Handbook</i>	<i>Evidence</i>	<i>Notes</i>
<input type="checkbox"/> Section	<input type="checkbox"/> Current TIMS Report	

# ENGLISH | LITERATURE

Subject	Students	Textbooks	HQIM (Y/N)	Copyright	Title   ISBN
<b>ENGLISH I</b> <i>Grade:</i>					
<b>ENGLISH II</b> <i>Grade:</i>					
<b>ENGLISH III</b> <i>Grade:</i>					
<b>ENGLISH IV</b> <i>Grade:</i>					
<b>LITERATURE I</b> <i>Grade:</i>					
<b>LITERATURE II</b> <i>Grade:</i>					
<b>LITERATURE III</b> <i>Grade:</i>					
<b>LITERATURE IV</b> <i>Grade:</i>					

# MATHEMATICS

Subject	Students	Textbooks	HQIM (Y/N)	Copyright	Title   ISBN
<b>ALGEBRA I</b> <i>Grade:</i>					
<b>GEOMETRY</b> <i>Grade:</i>					
<b>ALGEBRA II</b> <i>Grade:</i>					
<b>ALGEBRA III</b> <i>Grade:</i>					
<b>INTEGRATED MATH I</b> <i>Grade:</i>					
<b>INTEGRATED MATH II</b> <i>Grade:</i>					
<b>INTEGRATED MATH III</b> <i>Grade:</i>					
<b>CALCULUS</b> <i>Grade:</i>					
<b>ADVANCED MATH PLUS</b> <i>Grade:</i>					

<b>AP CALCULUS AB</b> <i>Grade:</i>					
<b>AP CALCULUS BC</b> <i>Grade:</i>					
<b>AP STATISTICS</b> <i>Grade:</i>					

## SCIENCE

Subject	Students	Textbooks	HQIM (Y/N)	Copyright	Title   ISBN
<b>INTRO TO BIOLOGY</b> <i>Grade:</i>					
<b>BIOLOGY I</b> <i>Grade:</i>					
<b>BIOLOGY II</b> <i>Grade:</i>					
<b>CHEMISTRY</b> <i>Grade:</i>					
<b>ORGANIC CHEMISTRY</b> <i>Grade:</i>					
<b>PHYSICS</b> <i>Grade:</i>					

<b>PHYSICAL SCIENCE</b> <i>Grade:</i>					
<b>GENETICS</b> <i>Grade:</i>					
<b>MICRO-BIOLOGY</b> <i>Grade:</i>					
<b>BOTANY</b> <i>Grade:</i>					
<b>ZOOLOGY</b> <i>Grade:</i>					
<b>MARINE AND AQUATIC</b> <i>Grade:</i>					
<b>HUMAN A&amp;P</b> <i>Grade:</i>					
<b>BIOMEDICAL RESEARCH</b> <i>Grade:</i>					
<b>EARTH AND SPACE</b> <i>Grade:</i>					
<b>ENVIRONMENTAL</b> <i>Grade:</i>					

<b>GEOLOGY</b> <i>Grade:</i>					
<b>AP CHEMISTRY</b> <i>Grade:</i>					
<b>AP BIOLOGY</b> <i>Grade:</i>					
<b>PHYSICS</b> <i>Grade:</i>					

## WORLD LANGUAGES

Subject	Students	Textbooks	HQIM (Y/N)	Copyright	Title   ISBN
<b>SPANISH I</b> <i>Grade:</i>					
<b>SPANISH II</b> <i>Grade:</i>					
<b>FRENCH I</b> <i>Grade:</i>					
<b>FRENCH II</b> <i>Grade:</i>					

# MATHEMATICS

Subject	Students	Textbooks	HQIM (Y/N)	Copyright	Title   ISBN
<b>MISS STUDIES</b> <i>Grade:</i>					
<b>US GOVERNMENT</b> <i>Grade:</i>					
<b>INTRO TO GEOGRAPHY</b> <i>Grade:</i>					
<b>WORLD HISTORY</b> <i>Grade:</i>					
<b>US HISTORY</b> <i>Grade:</i>					
<b>ECONOMICS</b> <i>Grade:</i>					
<b>ADVANCED GEOGRAPHY</b> <i>Grade:</i>					
<b>PSYCHOLOGY</b> <i>Grade:</i>					
<b>SOCIOLOGY</b> <i>Grade:</i>					



<b>AP US HISTORY</b> <i>Grade:</i>					
<b>AP WORLD HISTORY</b> <i>Grade:</i>					
<b>AP GOVERNMENT</b> <i>Grade:</i>					

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