

## **SELECTION AND ADOPTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

All textbooks and instructional materials should be selected so as to meet the criteria and curricular goals stated in Board Policy IJJ. The selection processes used will depend upon the nature of the materials and the number and range of students who will be using them. Those materials requiring the most careful review are termed "core instructional materials," defined as materials:

- to be used by a significant number of students in the class
- to be used for a significant portion of the course
- that receive major emphasis in the course, or
- that are essential to student achievement in the course

I. General Program Use: When it may be appropriate to replace an entire series of textbooks or other core educational materials used by an entire grade level (e.g. a new 6th grade history text), an entire content area program (e.g. a new elementary math program) or by all elementary schools, the Superintendent will appoint a special recommendation committee and committee chairperson. The committee will include some teachers who will be using the materials, administrators, and other appropriate staff members, such as Department Heads, Team Leaders and curriculum chairpersons. Board members, parents and students may also be asked to serve.

The committee will make its recommendations to the Superintendent (using Textbook/Core Instructional Material Recommendation Review Form IJJ-E), explaining the basis for its recommendations and outlining any additional materials, equipment, or training needed to successfully integrate the new textbook or materials into the curriculum. The Superintendent will ensure that the School Board's Curriculum Committee is fully informed about the review process and the committee's recommendations. The School Board must formally approve the adoption of any new material in this category, in part because of the financial implications of any adoption decision.

II. Individual Course Use: Textbooks and other core instructional materials designed for use in a single course should be approved by the appropriate Department Head, another teacher from the specific content area if the Department Head does not teach in that content area, and other appropriate staff members, and the selection should be supported by the Principal and documented on Textbook/Core Instructional Material Recommendation Review Form IJJ-E. When the course is taught at both the junior high and the high school (e.g. Algebra I, French I), the materials should be reviewed by people

on all these levels at both schools and by the Assistant Superintendent. The Superintendent or his/her designee will ensure that the School Board's Curriculum Committee is normally informed before the purchase or use of any of these materials.

III. Updated Editions of Previously Used Textbooks: If the proposed change involves simply acquiring a more recent edition of an already approved textbook or other core instructional material, this should be approved by:

- Elementary Level - all Elementary Principals
- Junior High - appropriate Team Leaders, Department Head, and Principal
- High School - Department Head and Principal

IV. Instructional Materials To Be Used by a Small Group of Students or in a Specific Class (i.e. not "core" instructional materials): It is desirable to have these materials reviewed using the process outlined in Section III before they are used. However, time may not always permit such a review. Teachers are encouraged to integrate new materials into their classes as long as they meet the criteria and curricular goals of Board Policy IJJ. Should any question later arise about the appropriateness of these materials, they should then be reviewed according to the process outlined in Section III.

*Cross Reference: File KE Public Complaints*

*Adopted: 12-10-03*

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