

TEXTBOOK SELECTION AND ADOPTION REGULATIONS

I. Persons Responsible for Textbook Selection

It shall be the responsibility of the instructional staff to review, evaluate, select, and recommend textbooks to the Superintendent of Schools for adoption in the District. This process shall be the responsibility of the appropriate administrators and teachers.

II. Evaluation of Texts

A. Any text under review or consideration shall be examined, first of all, in terms of its appropriateness for the course in which it is being or might be used.

B. Additional evaluation shall include such points as:

1. the book's appropriateness (e.g., in style, in approach, in depth of coverage) for the group with which it will be used;
2. logical and pedagogical arrangement of material;
3. teacher and study aids available with the edition being considered;
4. cost;
5. the book's physical qualities, including format, durability, and attractiveness; and
6. the authority and scholarship of the author(s).

III. Contact with Publishers

A. At both the elementary and secondary level an administrator designated by the Superintendent, typically a central office administrator, shall coordinate contact with publishers when the formal selection process is completed.

B. Supervisors or principals, as well as a central office administrator designated by the Superintendent shall be authorized to discuss textbook choices with booksellers or salespersons.

IV. Adoption Schedules

- A. It shall be the responsibility of the principal of each building to provide the following information to the Superintendent:
1. The texts in use, by grade level
 2. The date of the adoption of each text by the Board of Education;
 3. The date for reevaluation of the textbook; and
 4. The date of the possible adoption of a replacement textbook.
- B. Each text shall be thoroughly evaluated at least every five years or as required by changes in the curriculum of the State Education Department. Consideration shall be given to replacing every textbook, either with a new edition or a new adoption every five years.
- C. Recommendations regarding textbook retention or replacement shall be made to the Superintendent in a timely manner.