

TEXTBOOK / SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The Board will approve and adopt all new textbooks and companion resources. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, parents, students, and district community members. These procedures may provide for the establishment of textbook and companion resource adoption committees.

Textbooks and companion resources for common schools recommended by textbook adoption committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption.

In recommending materials, committees will strive for continuity of textbooks and companion resources throughout the different grades and use of the same book series in all classes of the same grade.

The Superintendent will establish procedures for the purchase and distribution of all necessary textbooks, companion resources, and other related instructional materials from the adopted list free of cost to students.

Removal of Textbooks/Companion Resources

Textbook selection committees may recommend to the Superintendent that certain previously adopted textbooks or companion resources be deleted from the Board-approved list. Textbooks and companion resources will not be deleted without the approval of the Board.

Disposal of Learning Materials

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

Adopted: November 18, 2014

LEGAL REF.: A.R.S. 15-203
5-342
15-721
15-722
15-726

CROSS REF.: DN - School Properties Disposition
 IJL - Library Materials Selection and Adoption
 KEC - Public Concerns/Complaints about Instructional
 Resources

**TEXTBOOK / COMPANION RESOURCES
SELECTION AND ADOPTION****(Adoption of Textbooks)**

In compliance with state statutes, the Governing Board shall approve the course of study, the basic textbook and companion resources for each course, and all units recommended for credit under each general subject title prior to implementation of such course, at both the common (kindergarten through grade eight) and high school levels. In the selection and adoption of textbooks, companion resources, and instructional computer software, the following conditions shall apply:

- If no textbook is to be used at all in a given subject, there is no requirement in the law that one must be used.
- If any course does not include a basic textbook, the Governing Board shall approve all companion resources used in such course prior to approval of the course.
- Textbooks not included on the State Board of Education's advisory list may be used in the classroom as the basic medium of instruction, provided the Governing Board approves and adopts such textbooks prior to their use.
- If any course includes a basic textbook and also uses companion resources, the Governing Board may, prior to approval of the course, approve all companion resources and teaching aids, including instructional computer software, used in such course.
- If any course includes a basic textbook and uses companion resources or teaching aids that have not been approved by the Governing Board, such companion resources may be used by the teacher at any time during the school year, provided that such companion resources and teaching aids shall be brought to the attention of the Governing Board for approval and ratification by the Board during the school year in which they are added.
- A teacher who wishes to use any companion resource that has not been approved by the Governing Board must complete and submit to the principal a copy of the District's Companion Resource Evaluation form, and the principal must approve such companion resource prior to its use in the classroom. It is

then the principal's responsibility to bring said companion resource to the attention of the Governing Board, through the Superintendent.

- The provisions of this regulation apply to instructional computer software on the same basis as for companion resources.

TEXTBOOK / COMPANION RESOURCES SELECTION AND ADOPTION

(Textbook Adoption Committees)

The Superintendent delegates to the certificated staff the responsibility of recommending textbooks and companion resources to the Governing Board for adoption by the District. Recommendations shall be made following committee evaluation procedures, which shall ensure appropriate opportunities for input from staff, parents, and members of the district community.

Function and Charge

The function of and charge to textbook adoption committees shall be to recommend textbooks and companion resources to the Governing Board which:

- Ensure, to the maximum extent possible and appropriate, the continuity of textbooks and companion resources throughout the different grades through use of the same book series in all classes of the same grade;
- Support and enrich the school curriculum and meet the personal needs of the students;
- Are appropriate for the subject area and for the age, emotional development, ability level and social development of students for whom the materials are selected;
- Provide a background of information that will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives;
- Provide information on differing sides of issues so that users may develop the practice of critical analysis;
- Consider the needs of atypical students as well as those of the average student;
- Are recommended for their strengths rather than rejected for their weaknesses, judging the materials as a whole; and

- Support and are consistent with general education goals of the District, goals and objectives of specific courses, and align with state standards.

Procedures for the Adoption of Textbooks and Companion Resources

Textbook and companion resources adoption cycle:

- In grades kindergarten (K) through twelve (12), textbooks and companion resources will be reviewed and adopted on a regular basis to correlate with the Arizona Board of Education review and revision of state standards, according to needs established by teachers, or through the process of program evaluation.

Committee composition:

- Because teachers have training in and understanding of content requirements, pedagogy and instructional practices, the committee shall be primarily composed of teachers representing each school and/or subject area involved. In addition, parents and/or members of the district community shall be represented on adoption committees. When appropriate (given grade-level considerations), students may also be asked to serve on the committee. The Superintendent shall facilitate and chair each committee.

Committee procedures:

- During a meeting of the textbook adoption committee, the Superintendent will outline the purpose, function, charge and suggested procedures to the committee. The committee members shall identify and screen various textbooks and companion resources for their respective grade-level and/or subject-area colleagues to review.
- The selection procedures for textbooks and companion resources shall be consistent with the requirements of the Arizona Procurement Code for public school districts.

Solicitation of input from affected district community members:

- The textbook and companion resource adoption procedures shall ensure that all members of the district community potentially affected by the textbook adoption have the opportunity for input into the textbook-adoption process. In the case of District-wide adoptions, this shall be accomplished by:
 - placing proposed textbooks and companion resources on display at each affected school; and the
 - publication of a notice of such display:

- on each affected school's website,
- on the District's website;
- in a newspaper of local circulation, and
- through teacher faculty meetings and/or school announcements.

Displays and notices will invite comments regarding the proposed materials from teachers, parents and district community members.

Synthesis of district community input:

- The textbook adoption committee will review input from both members of the committee and other constituents and complete the textbook and companion materials instruments at a general meeting. Two (2) kinds of information should be generated by the textbook and companion materials instruments: qualitative ratings/rankings and quantitative ratings/rankings. Each committee member should have an opportunity to present qualitative findings in writing and orally to the total group. Using consensus decision making, the committee will select the textbook(s) and/or companion resource(s) to recommend for adoption, after considering both the committee's qualitative evaluation and any input received from members of the district community.

Recommendation for adoption:

- The committee will notify the Superintendent of their recommendation. The Superintendent will present the committee's recommendation to the Governing Board for consideration.
- In addition to the display of materials at affected schools set forth above, a copy of each textbook and companion resource recommended by a textbook adoption committee to the Governing Board for adoption shall be available at the District office for review by members of the district community for a period of sixty (60) days prior to formal adoption of the textbook and/or companion resource by the Governing Board.

EXHIBIT

I-5831

AUSD10

EXHIBIT

IJJ-EA

**TEXTBOOK / COMPANION RESOURCES
SELECTION AND ADOPTION**

COMPANION RESOURCE EVALUATION FORM

Title _____

Author or editor _____

Publisher _____

Copyright date _____ Last revision

Instructional course for which material will be used

Rationale for selection of this book/resource

Course objective(s) to be met by using this book/resource

District goal(s) to be met by using this book/resource

This form should be filled out and kept on file by the teacher before a book/resource is used as a supplement to the basic text in any class. It is important that the teacher have a rationale for the use of companion resources in the classroom.

EXHIBIT

I-5832

AUSD10

EXHIBIT

IJJ-EB

**TEXTBOOK / COMPANION RESOURCES
SELECTION AND ADOPTION**

TEXTBOOK AND COMPANION RESOURCES INSTRUMENT

The instrument may be found on the District's webpage at:
<http://www.amphi.com/district/forms>