

TEXTBOOK / SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The Board will approve and adopt all new textbooks and supplementary books. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, [parents](#), students, and community members. These procedures may provide for the establishment of textbook ~~selection~~ [adoption](#) committees. Recommendations from textbook ~~selection~~ [adoption](#) committees will be forwarded to the Superintendent.

Textbooks and supplementary books for common schools recommended by textbook ~~selection~~ [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 ~~books~~ [materials](#), the committees will strive for continuity of textbooks throughout the different grades and use 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, supplemental books, and other related instructional materials from the adopted list free of cost to students.

Removal of Textbooks/Supplementary Materials

Textbook selection committees may recommend to the Superintendent that certain previously adopted textbooks or supplementary materials be deleted from the Board-approved list. Textbooks and supplementary materials 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The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.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: date of Manual adoption

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

REGULATION

REGULATION

I-5812

AUSD10

IJJ-RB

TEXTBOOK / SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

(Textbook Adoption Committees)

The Superintendent ~~has delegated~~ delegates to the certificated staff the responsibility of recommending textbooks 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 the general public. ~~All staff members teaching in a given subject-matter area may be included in the process. Committees are organized as the need arises. Principals and supervisors are included on textbook-adoption committees as coordinating and leadership personnel. All meeting of committees authorized for the purpose of textbook review and selection shall be open to the public.~~

Function and Charge

The function of and charge to such textbook adoption committees ~~is shall be~~ to select recommend textbooks ~~that are to be proposed~~ to the Governing Board which: for final adoption. Emphasis is placed upon the needs of youth enrolled in the respective grade levels and courses, on enhancing the quality of the instructional program, and on establishing continuity throughout the subject-matter area.

- Ensure, to the maximum extent possible and appropriate, the continuity of textbooks 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 Textbook Adoption

Textbook adoption cycle:

- In grades kindergarten (K) through twelve (12), textbooks 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:

- The committee shall be primarily composed of teachers representing each school and/or subject area involved who have understanding of requisite content and pedagogy. In addition, parents and/or representatives of the general public shall be included on adoption committees. When appropriate (given grade-level considerations), students will also be asked to serve on the committee. and the Superintendent or tThe Superintendent's designee shall facilitate and chair each . ~~Parents and/or representatives from the community should be asked to serve on the committee. When appropriate (grade-level consideration), students will also be asked to serve on the~~ committee.
- ~~The Superintendent or the Superintendent's designee will appoint the chairperson of the textbook adoption committee by September 30 of the adoption year.~~

Committee procedures:

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

Solicitation of ~~information~~ input from affected constituents:

- The textbook adoption procedures shall ensure that all constituents potentially affected by the textbook adoption have the opportunity for input into the textbook-adoption process ~~will be offered at the building/grade/department level to all people or their representatives who would be affected by the selection. Each teacher will be given an opportunity to assure that curricular objectives and students' needs at the individual classroom levels are met.~~ In the case of District-wide adoptions, this shall be accomplished by placing textbooks under consideration by each committee on display at each affected school in the District for public access and comment. In addition, notice of such display shall be published on each affected school's website and in a newspaper of local circulation, inviting comments from teachers, parents and the general public. Teachers at each affected school shall be given an opportunity to provide input into the textbook adoption process by provision of notice through faculty meetings and/or announcements.

Synthesis of ~~teacher recommendations~~ constituent input:

- The textbook adoption committee will review ~~teacher~~ input from both members of the committee and other constituents and complete the Textbook and Materials Selection Guides at a general meeting. Two (2) kinds of information should be generated by the Textbook and Materials Selection Guides: 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) to recommend for adoption, after considering both the committee's qualitative evaluation and any input received from other constituents.

Recommendation for adoption:

- The committee will notify the ~~appropriate associate s~~ Superintendent ~~for curriculum and instruction~~ of their selection. The ~~associate s~~ Superintendent will present the committee's recommendation to the Governing Board for adoption.
- In addition to the display of materials at affected schools set forth above, a A copy of each textbook recommended by a textbook adoption committee to the Governing Board for adoption shall be available at the District office for review by the public for a period of sixty (60) days prior to formal adoption of the textbook by the Governing Board.