

1 **Browning Public Schools**

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3 Policy

4 Policy Name: *Selection, Adoption, and Removal of Textbooks and Instructional Materials*

5 Regulation: **#4300R**

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7 **Curriculum Council and Subcommittees**

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9 Curriculum Council subcommittees will generally be responsible to recommend textbooks and major
10 instructional materials purchases. Recommendations will be made to the Curriculum Council and
11 then to the Superintendent to recommend adoption of the materials by the Board of Trustees. The
12 function of the subcommittee is to ensure that materials are selected in conformance with stated
13 criteria and established district goals and objectives. A curriculum subcommittee may consist of
14 those members identified by the Curriculum Council membership as being useful in examination of
15 particular curriculum materials.

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17 **Selection and Adoption**

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19 Textbooks shall be selected by a Curriculum Council sub-committee representing the various staff
20 who will likely be using the text. Each committee should develop, prior to selection, a set of
21 selection criteria against which textbooks will be evaluated. The sub-committee shall request input
22 from instructional staff and the community which in turn, recommends to the Curriculum Council,
23 the Superintendent and then the Board of Trustees. Textbooks shall:

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25 1. be congruent with identified instructional objectives;
26 2. present more than one viewpoint on controversial issues;
27 3. present minorities realistically;
28 4. present non-stereotypic models;
29 5. facilitate the sharing of cultural differences;
30 6. be priced appropriately.
31 7. be closely aligned with state and District standards.

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33 In addition, the following issues will also be considered in textbook and material selection.

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35 • Textbooks will be reviewed for a use period of five (5) years.
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37 • The selection of all books and materials shall be of such a nature that the curriculum shall be
38 continuous throughout the grades.
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40 • Safety regulations will be developed consistent materials chosen which acknowledge
41 recommended use of materials, precautions and identify emergency response steps and materials
42 needed.
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44 • Teachers under the direction of the Curriculum Council shall study textbooks for adoption and
45 shall recommend series for consideration. However, final decision shall rest with the Browning
46 Public Schools Board of Trustees.

1 **Lost Textbooks and Instructional Materials**

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- 3 • Students are responsible for the proper care of all books supplied by the school. Students who
 - 4 damage school property or equipment will be required to pay for the damage done.
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 - 6 • FINES: Students assessed fines for lost and/or damaged texts, library books, locks or athletic
 - 7 equipment will not be permitted to receive grades or participate in extra curricular activities until
 - 8 all fines are paid.
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10 **Removal**

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12 Textbooks and instructional materials may be removed when they no longer meet the criteria for

13 initial selection, when they are worn out, or when they have been judged inappropriate through the

14 Learning Materials Review Process.

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20 **Cross Reference:** #3535 Student Fees, Fines and Charges

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22 **Legal Reference:**

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25 **Policy History:**

26 Adopted on: 3/27/00

27 Amended on:

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34 Stephen Conway, Chairman

35 Browning Public Schools