

TEXTBOOK SELECTION AND ADOPTION

The Assistant Superintendent for Instruction shall serve as the Superintendent's designee in the selection of textbooks for the district using the following steps:

1. A need for new textbooks will be communicated through the team leaders, department chairpersons, or building principals to the Assistant Superintendent for Instruction. As a rule, textbooks will be considered for replacement every seven years or earlier on condition or content.
2. A selection committee will be formed by the Assistant Superintendent consisting of a limited number of teachers, specialists, and administrators. The committee will select its own chairperson. When the textbook is intended for an elementary grade, representatives from each school shall be part of the committee.
3. Responsibilities of the committee members shall include:
 - establishing a working timeline for completion of tasks which is in line with the budget development process
 - reviewing the textbook selection policy and regulations
 - establishing the specific selection criteria for the text, based on general models and the specific needs of the curriculum
 - developing textbook review criteria forms to facilitate the review process
 - obtaining textbook samples from various publishers
 - evaluating the samples using the established criteria
 - submitting recommendations to the Assistant Superintendent for Instruction for approval by the Superintendent and Board of Education
4. On a periodic basis, the Superintendent will submit a list of newly-recommended textbooks to the Board of Education for their approval.